Microsoft® Word

# Reference to Microsoft Word

Microsoft®

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**Word Processing Program**

**Version 5.0**

**For IBM® Personal Computers and Compatibles and for the IBM Personal System/2® Series**

Microsoft Corporation

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# Contents

**Introduction** . . . . . ix

**1 Commands** . . . . . 1
Choosing Commands . . . . . 1

**Edit Menu Commands** . . . . . 3
Copy . . . . . 3
Delete . . . . . 4
Format . . . . . 4
Format Annotation . . . . . 5
Format bookmarK . . . . . 6
Format Border . . . . . 6
Format Character . . . . . 8
Format Division . . . . . 10
Format Division Layout . . . . . 10
Format Division line-Numbers . . . . . 11
Format Division Margins . . . . . 12
Format Division Page-numbers . . . . . 14
Format Footnote . . . . . 15
Format Paragraph . . . . . 16
Format pOsition . . . . . 18
Format repLace . . . . . 19
Format repLace Character . . . . . 20
Format repLace Paragraph . . . . . 20
Format repLace Style . . . . . 21
Format revision-Marks . . . . . 21
Format revision-Marks Options . . . . . 21
Format revision-Marks accept-Revisions . . . . . 22
Format revision-Marks Search . . . . . 23
Format revision-Marks Undo-revisions . . . . . 23
Format Running-head . . . . . 23
Format sEarch . . . . . 25
Format sEarch Character . . . . . 25
Format sEarch Paragraph . . . . . 26
Format sEarch Style . . . . . 26
Format Stylesheet . . . . . 27
Format Stylesheet Attach . . . . . 27
Format Stylesheet Character . . . . . 27
Format Stylesheet Division . . . . . 27
Format Stylesheet Paragraph . . . . . 28
Format Stylesheet Record . . . . . 28
Format Tab . . . . . 29
Format Tab Clear . . . . . 29
Format Tab Reset-all . . . . . 29
Format Tab Set . . . . . 30
Gallery . . . . . 31
Help . . . . . 31

Help Tutorial . . . . . 32
Insert . . . . . 33
Jump . . . . . 34
Jump Annotation . . . . . 34
Jump bookmarK . . . . . 34
Jump Footnote . . . . . 35
Jump Page . . . . . 35
Library . . . . . 36
Library Autosort . . . . . 36
Library Document-retrieval . . . . . 38
Library Document-retrieval Copy . . . . . 39
Library Document-retrieval Delete . . . . . 39
Library Document-retrieval Exit . . . . . 39
Library Document-retrieval Load . . . . . 40
Library Document-retrieval Print . . . . . 40
Library Document-retrieval Query . . . . . 41
Library Document-retrieval Update . . . . . 43
Library Document-retrieval View . . . . . 44
Library Hyphenate . . . . . 45
Library Index . . . . . 46
Library Link . . . . . 47
Library Link Document . . . . . 48
Library Link Graphics . . . . . 48
Library Link Spreadsheet . . . . . 50
Library Number . . . . . 51
Library Run . . . . . 53
Notes About Using Library Run . . . . . 53
Using the Library Run Command . . . . . 53
Library Spell . . . . . 54
Library Spell Add . . . . . 54
Library Spell Correct . . . . . 55
Library Spell Exit . . . . . 55
Library Spell Ignore . . . . . 56
Library Spell Options . . . . . 56
Library Spell Undo . . . . . 57
Library Table . . . . . 57
Library thEsaurus . . . . . 59
Options . . . . . 60
Print . . . . . 67
Print Direct . . . . . 67
Print File . . . . . 68
Print Glossary . . . . . 68
Print Merge . . . . . 68
Print Merge Document . . . . . 69
Print Merge Options . . . . . 69
Print Merge Printer . . . . . 69
Print Options . . . . . 70
Print preView . . . . . 73
Print preView Exit . . . . . 73
Print preView Jump . . . . . 73

Print preView Options . . . . . 74
Print preView Print . . . . . 74
Print Printer . . . . . 75
Print Queue . . . . . 75
Print Queue Continue . . . . . 75
Print Queue Pause . . . . . 75
Print Queue Restart . . . . . 76
Print Queue Stop . . . . . 76
Print Repaginate . . . . . 76
Quit . . . . . 77
Replace . . . . . 79
Search . . . . . 82
Transfer . . . . . 82
Transfer Allsave . . . . . 83
Transfer Clear . . . . . 83
Transfer Clear All . . . . . 84
Transfer Clear Window . . . . . 84
Transfer Delete . . . . . 84
Transfer Glossary . . . . . 85
Transfer Glossary Clear . . . . . 85
Transfer Glossary Load . . . . . 85
Transfer Glossary Merge . . . . . 86
Transfer Glossary Save . . . . . 87
Transfer Load . . . . . 87
Transfer Merge . . . . . 88
Transfer Options . . . . . 88
Transfer Rename . . . . . 89
Transfer Save . . . . . 89
Undo . . . . . 90
Window . . . . . 92
Window Close . . . . . 92
Window Move . . . . . 93
Window Split . . . . . 93
Window Split Footnote . . . . . 94
Window Split Horizontal . . . . . 95
Window Split Vertical . . . . . 95

**Gallery Menu Commands** . . . . . 97
Copy . . . . . 97
Delete . . . . . 97
Exit . . . . . 97
Format . . . . . 98
Format Border . . . . . 98
Format Character . . . . . 100
Format Division . . . . . 102
Format Division Layout . . . . . 102
Format Division line-Numbers . . . . . 103
Format Division Margins . . . . . 104
Format Division Page-numbers . . . . . 105
Format Paragraph . . . . . 106
Format pOsition . . . . . 108

Format Tab . . . . . 109
Format Tab Clear . . . . . 110
Format Tab Reset-all . . . . . 110
Format Tab Set . . . . . 110
Help . . . . . 111
Insert . . . . . 112
Name . . . . . 113
Print . . . . . 114
Transfer . . . . . 114
Transfer Clear . . . . . 114
Transfer Delete . . . . . 114
Transfer Load . . . . . 115
Transfer Merge . . . . . 115
Transfer Options . . . . . 116
Transfer Rename . . . . . 116
Transfer Save . . . . . 116
Undo . . . . . 117

**2 Messages** . . . . . 119

**3 Terms** . . . . . 161

**Appendix A The Extended Character Set** . . . . . 179
The Extended Character Set . . . . . 179
Determining which Characters Print . . . . . 186
Combining Codes . . . . . 187

**Appendix B Additional Setup Information** . . . . . 189
Modifying CONFIG.SYS and AUTOEXEC.BAT . . . . . 189
Choosing Display Modes of Video Adapters . . . . . 190
Using Word With Two Video Adapters . . . . . 194
Using Word with RAMDrive . . . . . 194
Word with RAM-resident Software or Noncompatible Keyboards . . . . . 195
Using Word with Expanded Memory . . . . . 196
Using Expanded Memory Under OS/2, DOS . . . . . 196
Using Expanded Memory as an Electronic Disk Drive . . . 196

**Appendix C Questions and Answers About Word** . . . . . 197
Formatting Questions . . . . . 197
General Questions . . . . . 202
Printing Questions . . . . . 204
Other Sources of Help . . . . . 206

**Appendix D Changing File Formats** . . . . . 207
Converting DCA and Word Documents . . . . . 207
Running the WORD_DCA Conversion Program . . . . 208
Converting DCA and Word Document Formats . . . . 209
Converting RTF and Word Documents . . . . . 212
Running the WORD_RTF Conversion Program . . . . 212

**Appendix E Word 5.0 Command Map** . . . . . 214
Edit Menu Chart . . . . . 214
Gallery Menu Chart . . . . . 216
Library Menu Chart . . . . . 216

**Appendix F Word Statistics** . . . . . 217
Word Statistics . . . . . 217
Documents . . . . . 217
Spell and Thesaurus . . . . . 218
Macros and Glossaries . . . . . 218
Merge . . . . . 218
Search and Document Retrieval . . . . . 219

**Appendix G Network Administrator's Guide** . . . . . 221
Setting Up Word . . . . . 221
Getting Ready to Set Up Word . . . . . 222
Installing Word on the Network Server . . . . . 222
Setting Up Workstations to Run Word . . . . . 223
Using Read-Only Files . . . . . 226
Locking and Unlocking Files . . . . . 228
Using Style Sheet and Glossary Files . . . . . 229
Using Spell . . . . . 230
Printing with Word . . . . . 230
Saving Disk Space . . . . . 231
Information on Specific Networks . . . . . 232
3Com . . . . . 232
Novell . . . . . 233

**Index** . . . . . 235

# Introduction

*Reference to Microsoft Word* gives you easily accessible information about Word's commands, options, and messages.

Chapter 1, "Commands," provides a quick summary on choosing commands and options and then presents all the commands in two sections. The first section describes the Edit menu commands you use to create documents, and the second section describes the Gallery menu commands you use to create style sheets. The commands in each section are listed in alphabetical order.

Chapter 2, "Messages," is an alphabetical listing of the messages you can see in Word, along with explanations and ways to respond. Additional information about Word's messages may also be found in the README.DOC file on Word Utilities disk 1.

Chapter 3, "Terms," is an alphabetical listing of computer, word processing, and Word terms.

Following these chapters are seven appendixes that provide additional information about a variety of topics in Word.

# 1 Commands

This chapter describes each Word command. The chapter is divided into two sections:

- Edit menu commands, which you use to edit and format document text and manage documents
- Gallery menu commands, which you use to create and revise style sheets

Within each section, the commands appear in alphabetical order. The description of each command includes:

- Its purpose
- The command menu or command fields that appear when you choose the command
- A description of each command field

## Choosing Commands

When you choose a command, you switch from working in the window with a document, style sheet, and so on, to the command menu, where you choose commands for Word to carry out. When you choose some commands — for example Format — Word displays a second menu of related commands. You can then choose the related command you want from this menu.

### Command fields

If Word needs more information from you before carrying out a command, you will see one or more command fields when you choose the command. Command fields either provide space for you to fill in information or options for you to select from.

This section summarizes how to choose commands, fill in command fields, and carry out commands. For more information, see Chapter 4, "Scrolling, Selecting Text, and Choosing Commands," in *Using Microsoft Word.*

## To choose a command

1. Press ESCAPE to activate the Edit menu.
2. Press the capitalized letter in the name of the command you want.
   Usually, the first letter of the command name is capitalized. Occasionally, when two command names conflict, a different letter is capitalized.
3. If more commands appear, repeat step 2 above to choose the next command you want.

## To fill in command fields

1. Use direction keys or the TAB key to move to the fields you want to enter information in.
2. If the field lists options, press the first letter of the option you want, or press SPACEBAR to move the highlight to the desired option.
3. If the field is blank or has a proposed response, do one of the following:

   - Accept Word's proposed response.
   - Press F1 to view a list of alternatives, then use direction keys to select the one you want. After selecting, press F1 again to get out of the list. You can then move to any other field or carry out the command.
   - Type a response. Typing a response replaces Word's proposal — you don't have to delete it first.

## To carry out a command

- Press ENTER.

If you pressed F1 to see a list of alternatives for a fill-in field, you can press ENTER after highlighting your choice. This carries out the command if you don't need to work in any other fields. You can also press TAB to go to the next field.

## To cancel a command

- Press ESCAPE.
  In the Gallery, Library Spell, Print preView and Library Document-retrieval command menus, choose Exit to return to regular text entry mode. Press ESCAPE to cancel commands within these menus.

# Edit Menu Commands

The Edit menu displays commands you use to edit and format text and to manage files.

## Copy

```
COPY to:
```

Used to copy the selected text or macro to the scrap or to a glossary. (Selected text also remains in the original location.) Copying text can be the first step in moving text within or between documents. See Insert for the second step.

Copied text replaces the previous contents of the scrap or of a specified glossary. Footnotes and formats attached to copied text are also copied to the scrap. Hidden text contained within the selected text, whether visible or not, is copied to the scrap as well.

Pressing ALT+F3 on the keyboard is the same as choosing this command.

### Command Field

#### to:

The symbol for the scrap ({ }) is always the proposed response. To copy to the scrap, press ENTER without typing a glossary name. To copy to a glossary, type a name in the field. A glossary name can be up to 31 characters. A list of existing glossary names is available by pressing F1. Entering a new glossary name creates a new glossary entry. If you enter an existing glossary name, Word displays a message which asks you to replace the glossary entry, retype the name, or cancel the command. For more information on glossaries, see Chapter 20, "Glossaries," in *Using Microsoft Word*.

# Delete

```
DELETE to:
```

Used to delete the selected text from original location in a document to the scrap or to a glossary. Deleting text can also be the first step in moving text within or between documents. See Insert for the second step.

Deleted text replaces the previous contents of the scrap or of a specified glossary. Footnotes and formats attached to deleted text are also placed in the scrap. Hidden text contained within the selected text, whether visible or not, is placed in the scrap as well.

## Command Field

### to:

The symbol for the scrap ({ }) is always the proposed response. To delete to the scrap, press ENTER without typing a glossary name. To delete to a glossary, type a name in the command field. A glossary name can be up to 31 characters. A list of existing glossary names is available by pressing F1. Entering a new glossary name creates a new glossary entry. If you enter an existing glossary name, Word displays a message which asks you to replace the glossary entry, retype the name or cancel the command. For more information on glossaries, see Chapter 20, "Glossaries," in *Using Microsoft Word*.

***Note*** You can delete selected text to the scrap in one step by pressing DELETE. You can delete selected text without replacing the contents of the scrap by pressing SHIFT + DELETE.

# Format

```
FORMAT: Character Paragraph Tab Border Footnote Division Running-head Stylesheet
        sEarch repLace revision-Marks pOsition Annotation bookmarK
```

Used to format a document.

If the selected text has the same formatting throughout (for example, all characters are bold and underlined), the appropriate field of the Format command shows that formatting (i.e., bold and underlined) as the proposed response.

If the selected text has different kinds of formatting (for example, some characters are bold, but others are not), no responses are proposed. The fill-in fields are blank; options in fields show either no parentheses or all options are highlighted when you move to the field.

Choosing a response sets the format for all selected text. Fields that you do not change are left "neutral"; that is, the characters, paragraphs, and divisions remain unchanged from the original formatting.

# Format Annotation

```
FORMAT ANNOTATION mark:
            insert date: Yes(No)                    insert time: Yes(No)
```

Used to insert annotations (comments) into a document and to change the reference marks for existing annotations. An annotation consists of two parts: the annotation mark and the annotation text. In Word, annotations are special forms of *footnotes*.

Annotations are numbered within the same series as footnotes (if any) in a document. The annotation mark is appended to the number.

Annotation marks are connected to corresponding annotation text. An annotation mark can be any character or sequence of characters up to a maximum of 28.

Annotation text is kept at the end of the document text. You can view and revise the annotation text in a footnote window (see the Window Split Footnote command), or you can scroll to the end of the document to view and revise it.

When you carry out the Format Annotation command, Word automatically moves to the annotation text area so you can enter or revise the annotation text. To return to the annotation mark, either use the Jump Annotation command or scroll up in the document.

You revise an annotation the same way you revise document text. If you delete an annotation mark, both the mark and the annotation text are deleted to the scrap.

Word automatically assigns the automatic style variant "Annotation" to annotation text, and the variant "Annotation ref" to annotation marks. For information on automatic styles, see Chapter 30, "Style Sheets," in *Using Microsoft Word*.

## Command Fields

### mark:

The annotation mark can be any number of characters up to a maximum of 28. For more information on annotations, see Chapter 17, "Footnotes, Annotations, and Revision Marks," in *Using Microsoft Word*.

### insert date:

If set to Yes, the glossary entry, "date," will be inserted after the annotation mark in the annotation text, separated by a comma.

### insert time:

If set to Yes, the glossary entry, "time," will be inserted after the date (see above) and/or annotation mark in the annotation text, separated by a comma.

# Format bookmarK

```
FORMAT BOOKMARK name:
```

Used to designate selected text as a bookmark.

Bookmarks are place markers and play an integral part in Word's ability to automatically number cross-references in a document, and to link all or part of one Word document with another. You can also use the Jump bookmarK command to move quickly to a bookmark.

The first and last characters of the selected text serve as the bookmark's "anchors."

## Command Field

### name:

You must give a name to each bookmark you designate. Like a glossary entry, a bookmark name can be up to 31 characters long and can contain any letters and numbers. It can also contain the underscore character (_), period, and hyphen, but cannot begin or end with these characters. It cannot contain spaces. For more information on bookmarks and cross-referencing, see Chapter 15, "Bookmarks and Cross-Referencing," and for information on linking Word documents using bookmarks, see Chapter 29, "Spreadsheet or Document Linking," in *Using Microsoft Word*.

# Format Border

```
FORMAT BORDER type:(None)Box Lines        line style: Normal   color: Black
  left: Yes(No)       right: Yes(No)      above: Yes(No)       below: Yes(No)
  background shading: 0                   shading color: Black
```

Used to draw horizontal and vertical lines and boxes around paragraphs. Word uses the IBM graphics character set (ASCII codes 179-218 and 220-223), if your printer supports them. If your printer does not support the graphics characters, Word uses the hyphen and vertical bar.

Boxes and lines are drawn according to the following rules:

- The width of a box is controlled by the left and right paragraph indents, or first line indent if the paragraph has a hanging indent.
- The height of a box is controlled by the height of the paragraph.
- Left and right lines are drawn at the indents of the paragraph. If the paragraph has 0-inch indents, the lines are drawn at the leftmost and rightmost edges of the paragraph.
- Top and bottom lines are drawn immediately above or below the paragraph text. Space before or space after is not included in the box. Word expands one line of space before or after the selected paragraph to accommodate these lines.

- Consecutive paragraphs that have lines above and below them, or boxes around them, will have a line in common if the paragraphs have the same indents, border types, and standard spacing.
- Boxed paragraphs are always kept on a single page.
- Paragraphs with a line border may be broken up over several pages.

## Command Fields

### type:

| | |
|---|---|
| None | Draws no border or removes an existing border. |
| Box | Draws a box around the selected paragraph. |
| Lines | Draws lines at the specified sides of the paragraph. |

### line style:

Type in the line style you want or press F1 for a list of possible line styles. Choose from:

| | |
|---|---|
| Normal | Draws a single line. |
| Bold | Draws a single line in bold. |
| Double | Draws a double line. This option only shows in the list if supported by your printer. |
| Thick | Draws a single thick line. This option only shows in the list if supported by your printer. |

### color:

Specifies the border color if your printer supports colors. Press F1 for a list of available colors.

### left:

This field and the five that follow are only considered if Lines is selected in the "type" field.

| | |
|---|---|
| Yes | Draws a line at the left edge of the paragraph. |
| No | Removes the line. |

### right:

| | |
|---|---|
| Yes | Draws a line at the right edge of the paragraph. |
| No | Removes the line. |

### above:

| | |
|---|---|
| Yes | Draws a line above the text of the paragraph. |
| No | Removes the line. |

### below:

| | |
|---|---|
| Yes | Draws a line below the text of the paragraph. |
| No | Removes the line. |

### background shading:

Specifies the intensity of background shading (between 0 and 100). You can type a number or press F1 to choose from a list of alternatives. Shading requires that your printer support the IBM graphics character set.

| Choose | For |
|---|---|
| 0 | No shading |
| 10 | Light shading |
| 40 | Medium shading |
| 70 | Dark shading |
| 100 | Solid |

### shading color:

You can type in the color you want for shading or press F1 to select from a list of colors supported by your printer.

## Format Character

```
FORMAT CHARACTER bold: Yes(No)     italic: Yes(No)       underline: Yes(No)
       strikethrough: Yes(No)      uppercase: Yes(No)    small caps: Yes(No)
       double underline: Yes(No)   position:(Normal)Superscript Subscript
       font name: Courier          font size: 12         font color: Black
       hidden: Yes(No)
```

Used to view or define character formatting.

All character formatting except uppercase, font name, and font size can also be applied with speed formatting keys.

## Command Fields

### bold:

Yes for bold. No to remove.

### italic:

Yes for italic. No to remove.

### underline:

Yes for underline. No to remove.

### strikethrough:

Yes for strikethrough. No to remove.

### uppercase:

| | |
|---|---|
| Yes | Lowercase letters are shown and printed in uppercase. |
| No | Lowercase letters are shown and printed in lowercase. |

CONTROL + F4 acts as a "toggle switch," changing the text to all uppercase, all lowercase, and uppercase first-letter-only.

For example, if you select "hello" and press CONTROL + F4, the word is changed to "HELLO." If you press CONTROL + F4 again, the word is changed back to "Hello."

### small caps:

| | |
|---|---|
| Yes | Lowercase letters are shown and printed in uppercase, but in a smaller font size. Uppercase letters are shown and printed in uppercase, in their normal size. |
| No | Lowercase letters are shown and printed in lowercase. |

### double underline:

Yes for double underline. No to remove.

### position:

| | |
|---|---|
| Normal | Characters are shown and printed on the line of text in which they appear. |
| Superscript | Characters are shown and printed above, relative to the line of text in which they appear. |
| Subscript | Characters are shown and printed below, relative to the line of text in which they appear. |

Superscript and subscript characters are shown smaller in graphics mode; however, you must choose a smaller font size for these characters if you want them to print smaller.

### font name:

Specifies a font from the list of fonts available for the printer and model that you specified in the Print Options command. Press F1 to see the font list. For more information on fonts your printer supports, see the printer listings in Chapter 2, "Supported Printers," in *Printer Information for Microsoft Word*.

### font size:

Specifies the font size in points. You press F1 to see a list of available font sizes.

### font color:

Specifies a font color. If you have a color printer, you can type in a color or press F1 to select from a list of available colors. If you do not have a color printer, black is the only choice. A color selected here will also appear on screen, regardless of other attribute colors you may have set in the Options menu.

### hidden:

Hidden text is used to insert table of contents and index entries, to embed notes in your document, and to create forms.

To see hidden text on your screen, select Yes in the "show hidden text" field of the Options command; to print hidden text, select Yes in the "hidden text" field of the Print Options command. For more information, see Chapter 8, "Text Formatting: Characters and Paragraphs," in *Using Microsoft Word*.

## Format Division

```
FORMAT DIVISION: Margins Page-numbers Layout line-Numbers
```

Used to view and define page formatting for a division. A division is a section of a document. The pages in a division all have the same page format.

For information about creating and formatting divisions, see Chapter 9, "Page Formatting," in *Using Microsoft Word*.

## Format Division Layout

```
FORMAT DIVISION LAYOUT footnotes:(Same-page)End
      number of columns: 1       space between columns: 0.5"
        division break:(Page)Continuous Column Even Odd
```

Used to control where footnotes and annotations print in a division, to format a page to print newspaper-style columns, and to control how pages and columns break during printing.

### Command Fields

#### footnotes:

| | |
|---|---|
| Same-page | Prints footnotes and annotations on the same page as their reference marks; for multiple columns, prints footnotes and annotations in the same column as reference marks. |
| End | Prints footnotes and annotations at the end of the division. |

### number of columns:

Number of columns per page.

### space between columns:

Measurement between columns. Unit of measure is specified in the "measure" field of the Options command.

### division break:

Where the new division format takes effect.

| | |
|---|---|
| Page | Starts a new page. |
| Continuous | Starts the next division on the same page where the division ends. If the new division has different margins or page size, these take effect on the next page. If there are multiple columns in the previous division, Word evens the columns above the division mark so that the bottoms of the columns all end on the same horizontal line, then fills out the page below the division mark with the number of columns specified for the new division. |
| Column | Word breaks a column of text at the division mark. Word begins printing text after the division mark at the top of the next column. If the division mark is in the rightmost column of the page, text starts at the beginning of the first column on the next page. |
| Even | Starts on an even-numbered page (leaves a blank page if necessary). |
| Odd | Starts on an odd-numbered page (leaves a blank page if necessary). |

## Format Division line-Numbers

```
FORMAT DIVISION LINE-NUMBERS: Yes(No)          from text: 0.4"
      restart at:(Page)Division Continuous     increments: 1
```

Used to control the printing of line numbers in the left margin of the document. Top and bottom margins, running heads, and footnotes are ignored. In side-by-side paragraphs, Word assigns one number for each line on the page. In multiple columns, Word assigns one number for each column line:

| Side-by-side paragraphs | Multiple columns |
|---|---|
| 1–_____–_____ | 1–_____ 4–_____ |
| 2–_____–_____ | 2–_____ 5–_____ |
| 3–_____–_____ | 3–_____ 6–_____ |

## Command Fields

### LINE-NUMBERS:

Yes starts line numbering. No turns it off.

### from text:

The default is 0.4 inch. If the value entered is larger than the left margin, nothing is printed. If there is not enough room to print the entire line number, the line number is cut off.

### restart at:

| | |
|---|---|
| Page | Restarts numbering at 1 on every page. |
| Division | Numbering is continuous within the division and starts at 1 for each division. |
| Continuous | Numbering is continuous and consecutive throughout the entire document. |

### increments:

The increment of line numbers to print. For example, if the increment is set to "5," only numbers "5, 10, 15, 20," and so forth, will be printed.

# Format Division Margins

```
FORMAT DIVISION MARGINS
      top: 1"                  bottom: 1"
      left: 1.25"               right: 1.25"
      page length: 11"          width: 8.5"     gutter margin: 0"
      running-head position from top: 0.5"      from bottom: 0.5"
      mirror margins: Yes(No)                   use as default: Yes(No)
```

Used to control the size of the text area when you print and to tell Word the size of your printer paper. You can also control the vertical position of running-head text. For more information about running heads and adjusting the printing position of a running head, see Chapter 9, "Page Formatting," in *Using Microsoft Word.*

***Note*** The unit of measure for all fields is set in the "measure" field of the Options command. You can use a different unit of measure for a specific field by typing the abbreviation for the unit after the number — for example, 11 in.

## Command Fields

### top:

Measurement is from the top of the page to the top of the first line of document text.

### bottom:

Measurement is from the bottom of the page to the base of the bottom line of document text.

### left:

Measurement is from the left edge of the page to the left edge of document text with zero left indent.

### right:

Measurement is from the right edge of the page to the right edge of a full line of document text with zero right indent.

### page length:

Measurement of page length can be in inches, centimeters, points, or lines (22-inch maximum).

### width:

Measurement of page width can be in any unit except lines (22-inch maximum).

### gutter margin:

Measurement increases inside margin and decreases the text area (for binding, for example).

### running-head position from top:

Measurement is from the top of the page to the top of the first line of the running head. Used for a running head that prints at the top of the page.

***Note*** If you use Format pOsition to position a running head, it will override this setting.

### from bottom:

Measurement is from the bottom of the page to the top of the first line of the running head. Used for a running head that prints at the bottom of the page.

***Note*** If you use Format pOsition to position a running head, it will override this setting.

### mirror margins:

Yes mirrors the left and right margins for odd and even pages. The values you specify for left and right margins are applied to odd pages and reversed for even pages. Use this when you want the outside and the inside margins to "mirror" each other on facing pages.

### use as default:

| | |
|---|---|
| Yes | Treats measurements entered into the other fields of this command as defaults. Each new document you open in this and subsequent Word sessions will be started with these measurements. |
| No | Retains previous defaults. |

# Format Division Page-numbers

```
FORMAT DIVISION PAGE-NUMBERS: Yes(No)   from top: 0.5"    from left: 7.25"
       numbering:(Continuous)Start      at:           number format:(1)I i A a
```

Used to add page numbers to a division, to assign a number format, and to control where page numbers print.

## Command Fields

### PAGE-NUMBERS:

Yes prints page numbers according to guidelines set by the following five command fields. Numbering begins with the first page of each division. For information about how to include page numbers in running heads, see Chapter 9, "Page Formatting," in *Using Microsoft Word*.

### from top:

Measurement is from the top of the page to the top of the page number.

### from left:

Measurement is from the left edge of the page to the left edge of the page number.

### numbering:

| | |
|---|---|
| Continuous | Continues page numbering from the last page number of the previous division. |
| Start | Page numbers for the selected division start with the number entered in the "at" field. |

### at:

The number for the first page of the division.

### number format:

Word can print the page number in any one of the following formats:

| | |
|---|---|
| 1 | Arabic numerals (1, 2, 3, 4, . . .) |
| I | Roman uppercase numerals (I, II, III, IV, . . .) |
| i | Roman lowercase numerals (i, ii, iii, iv, . . .) |
| A | Uppercase letters (A, B, C, D, . . .) |
| a | Lowercase letters (a, b, c, d, . . .) |

***Note*** The "numbering," "at," and "number format" fields also control page numbers produced by the *page* glossary entry if used in a running head.

## Format Footnote

**FORMAT FOOTNOTE reference mark:**

Used to insert footnotes and to change reference marks for existing footnotes. A footnote consists of two parts: the reference mark and the footnote text.

Footnote reference marks are connected to corresponding footnote text. A reference mark can be any character or sequence of characters, or it can be an automatic footnote number.

Footnote text is kept at the end of the document text. You can view and revise the footnote text in a footnote window (see the Window Split Footnote command), or you can scroll to the end of the document to view and revise it.

When you carry out the Format Footnote command, Word automatically moves to the footnote text area so you can enter or revise the footnote text. To return to the footnote reference mark, either use the Jump Footnote command or scroll up in the document.

You revise a footnote the same way you revise document text. If an automatic footnote number is deleted or inserted, Word renumbers footnotes accordingly. If you delete a reference mark, both the reference mark and the footnote text are deleted to the scrap.

### Command Field

#### reference mark:

The reference mark can be any number of characters, but Word only uses the first character as the reference mark. If you leave the field blank, Word uses automatic footnote numbering.

# Format Paragraph

```
FORMAT PARAGRAPH alignment:(Left)Centered Right Justified
     left indent: 0"          first line: 0"          right indent: 0"
     line spacing: 1 li       space before: 0 li      space after: 0 li
     keep together: Yes(No)   keep follow: Yes(No)    side by side: Yes(No)
```

Used to view and define paragraph formatting. Paragraph formats determine the shape and relative position of lines of text within and around a paragraph. Tab stops, borders, and position are also part of paragraph formats; see Format Tab, Format Border, and Format pOsition for information.

Command fields that control vertical spacing ("line spacing," "space before," and "space after") always show the unit of measure for the proposed responses as lines, regardless of the unit of measure set in the Options command. Lines are 12 points or 1/6-inch high (six lines per inch). The response "1 li" means single spacing for standard 12-point characters.

Some paragraph formatting can also be applied with speed formatting keys. For information on paragraph formatting, see Chapter 8, "Text Formatting: Characters and Paragraphs," in *Using Microsoft Word.*

## Command Fields

### alignment:

| | |
|---|---|
| Left | Lines are aligned at left indent; right ends of lines are not aligned. |
| Centered | Lines are centered between left and right indents. |
| Right | Lines are aligned at right indent; left ends of lines are not aligned. |
| Justified | Lines are aligned at both left and right indents; space is added between words as needed. If the printer can microjustify, extra space is spread evenly among all words on a line. If the printer cannot microjustify, blank space characters are added between words to even out the line. Non-breaking spaces are not adjusted. Only the last tab stop is justified. |

### left indent:

The measurement for space between the left margin and the left edge of text. For multiple-column text, the measurement is the space between the left column margin and the left edge of text. This must be a positive measurement; Word ignores negative measurements in this field.

### first line:

The measurement for space from the paragraph's left indent to the first line's left indent. A positive measurement indents the first line. A negative measurement creates a hanging indent by moving the first line to the left of the left indent by the specified distance, but not beyond the left margin.

### right indent:

The measurement for space between the right margin and the right edge of text. You can use a positive or negative number. A negative measurement moves the paragraph to the right, into the right margin.

### line spacing:

The measurement of the distance from the baseline of a line of type to the baseline of the line above. The baseline is determined by the bottom of a character that does not have a descender. For example, the bottom of the letter "a" rests on the baseline; the letter "p," however, has a descender and therefore is not used to determine the baseline.

Response can be in number of points (pt), number of lines (li), or Auto, for automatic spacing.

Using a point measurement gives you precise control over line spacing. Normally, the number of points entered here will be equal to or slightly larger than the number of points used for font size.

With a line measurement, "1 li" equals 12 points (single spacing for a standard 12-point font size); "2 li" equals 24 points (double spacing for a 12-point font size). To double-space an entire document containing text with a 12-point font size, you would select the entire document and set this field to "2 li."

Auto automatically sets line spacing to accommodate the largest font size within a line. For example, if you mix an 18-point font size with a 12-point font size in the same line, Auto will set line spacing for that line to 18 points. Auto is recommended whenever you mix font sizes in the same document.

### space before:

The measurement for space between the previous paragraph and the selected paragraph. If you have specified "space before" for the first paragraph of a page, Word omits the space before the paragraph and prints the first line of text on the first line below the top margin. In side-by-side paragraphs, the "space before" for each paragraph in a horizontal set controls the vertical position of that paragraph.

### space after:

The measurement for space between the selected paragraph and the following paragraph. If a measurement is entered both here and in the "space before" field, the space between the two paragraphs is the sum of the two measurements. To avoid this, use only the "space before" field.

### keep together:

Yes prevents a page break or column break within the selected paragraph. If a paragraph won't fit on a page or in a column, Word moves the entire paragraph to the next page or column.

### keep follow:

Yes prints the last two lines of the paragraph on the same page or in the same column as the beginning (the first two lines) of the following paragraph.

### side by side:

Yes prints the paragraph in side-by-side format. The horizontal position of the paragraph on the page is controlled by the size of the left indent.

| If left indent is | Word prints the paragraph |
|---|---|
| Larger than previous paragraph's | To the right of the previous paragraph |
| The same as previous paragraph's | Below the previous paragraph |
| Smaller than previous paragraph's | Indented as specified, below the last line of the longest paragraph in the previous set of side-by-side paragraphs |

# Format pOsition

```
FORMAT POSITION
      horizontal frame position: Left        relative to:(Column)Margins Page
      vertical frame position: Normal        relative to:(Margins)Page
      frame width: Single Column             distance from text: 0.167"
```

Used to anchor a paragraph frame at a specified position on the page, forcing surrounding text to flow around the frame at a distance you specify. For example, a paragraph frame could be positioned in the center of the page with one-half inch of white space between it and surrounding text.

You can view the positioned frame in place in show layout and print preview. In regular text entry mode, the paragraph is shown in line with other paragraphs in the text.

## Command Fields

### horizontal frame position:

Specifies the horizontal alignment of a frame — left, center, right, outside, or inside relative to either a column, the area between the margins, or the entire page.

"Outside" means frames are aligned toward the outside on facing pages of a bound document. "Inside" means frames are aligned toward the inside on facing pages. On even (left) pages, frames are left-aligned within the column, between margins, or on the page. On odd (right) pages, frames are right-aligned within the column, between the margins, or on the page.

In addition to the above choices, you can enter an arbitrary distance between the left edge of the frame and the left edge of the page, the left edge of the column, or the left margin.

### relative to:

Specifies the area within which to horizontally position a frame — the entire page, the area between the margins, or the column the frame is positioned in.

### vertical frame position:

Specifies the vertical alignment for a frame — top, center, or bottom relative to the area between the margins or the entire page.

You can also enter an arbitrary distance between the top of the page or top margin and the top of the frame.

### relative to:

Specifies the area within which to vertically position a frame — the entire page or the area between the top and bottom margins.

### frame width:

You can type a measurement for frame width or, if you're using multiple columns, press F1 to choose single- or double-column widths that Word precalculates.

The default width is one column. For a one-column page, the frame stretches margin to margin. For a multiple-column page, the frame matches the width of a single column.

When you specify a frame width for a paragraph of text, the text wraps within the frame. Any indents you may have set for the paragraph are maintained within the frame.

Frame width does not affect the size of an imported graphic. If the graphic is larger than the frame width you specified, the graphic extends beyond the frame borders, where it may be overlapped by text that would normally occupy the area. You set the size of a graphic object when you import it with the Library Link Graphics command.

The frame height is automatically set to include a graphic or text paragraph and any paragraph properties that add vertical height (border, space before, or space after).

### distance from text:

Word's default measurement in the "distance from text" field is 1/6 inch (.16), which means that Word automatically adds 1/6 inch of white space between a positioned frame and the surrounding text. You can add to this by entering a measurement for the space you want in the "distance from text" field.

## Format repLace

```
FORMAT REPLACE: Character Paragraph Style
```

Used to search for and replace character, paragraph, and style formats.

The Format repLace command works on selected text or from the current position of the highlight to the end of the document.

# Format repLace Character

```
FORMAT REPLACE CHARACTER confirm:(Yes)No
       bold: Yes No              italic: Yes No        underline: Yes No
       strikethrough: Yes No     uppercase: Yes No     small caps: Yes No
       double underline: Yes No  position: Normal Superscript Subscript
       font name:                font size:            font color: Black
       hidden: Yes No
```

Used to search for and replace character formats.

Word displays a set of Format Character command fields in which you indicate the formats to search for.

Press ENTER to display another set of Format Character command fields in which you indicate the formats you will replace previous formats with.

This command searches for text with the first set of character formats that you specified and replaces those formats with the second set you specified.

## Command Field

### confirm:

| | |
|---|---|
| Yes | Causes Word to ask you to confirm each replacement. |
| No | Replaces formats without confirmation. |

For a description of individual character formats, see the Format Character command.

# Format repLace Paragraph

```
FORMAT REPLACE PARAGRAPH confirm:(Yes)No
       alignment: Left Centered Right Justified
       left indent:              first line:           right indent:
       line spacing:             space before:         space after:
       keep together: Yes No     keep follow: Yes No   side by side: Yes No
```

Used to search for and replace paragraph formats.

The Format repLace Paragraph command searches for the text with the first set of paragraph formats that you specified, and replaces those formats with the second set of paragraph formats you specified.

## Command Field

### confirm:

| | |
|---|---|
| Yes | Causes Word to ask you to confirm each replacement. |
| No | Replaces formats without confirmation. For a description of individual paragraph formats, see the Format Paragraph command. |

# Format repLace Style

```
FORMAT REPLACE STYLE key code:          with:
                     confirm:(Yes)No
```

Used to search for and replace character, paragraph, and division styles by using key codes.

Word searches for and replaces text with the specified style, but will not search for and replace text with the same style which was formatted directly and not indirectly with a style sheet.

## Command Fields

### key code:

The one- or two-character code of the style being replaced.

### with:

The one- or two-character code which replaces the style.

### confirm:

Yes causes Word to ask you to confirm each replacement. No replaces styles without confirmation.

# Format revision-Marks

```
FORMAT REVISION-MARKS: Options accept-Revisions Undo-revisions Search
```

Used to mark a document for showing insertions and deletions.

# Format revision-Marks Options

```
FORMAT REVISION-MARK OPTIONS
       add revision marks: Yes(No)
       inserted text: Normal Bold(Underlined)Uppercase Double-underlined
       revision bar position:(None)Left Right Outside
```

Used to turn on revision marks, specify a format for inserted text, and turn on revision bars with a specific location for printing. The options set in this command are saved with each document.

## Command Fields

### add revision marks:

| | |
|---|---|
| Yes | Turns on revision marks. As you edit an existing document Word does the following:<br>■ Gives any text you type or insert the format you specify in the "inserted text" field<br>■ Strikes through any text you delete<br>■ Optionally, marks each line you change with a revision bar |
| No | Turns off revision marks, but does not remove existing revision marks. |

### inserted text:

You can choose from five formats to mark inserted text.

| | |
|---|---|
| Normal | Shows inserted text with no special format added. |
| Bold | Shows inserted text as bold. |
| Underlined | Shows inserted text with an underline. This is the default. |
| Uppercase | Shows inserted text as uppercase. |
| Double-underlined | Shows inserted text with a double-underline. |

### revision bar position:

You can specify where revision bars are printed.

| | |
|---|---|
| None | No revision bars are displayed or printed. |
| Left | Revision bars are printed in the left margin. |
| Right | Revision bars are printed in the right margin. |
| Outside | Revision bars are printed in the left margin on even-numbered pages and in the right margin on odd-numbered pages—that is, in the outside margins for all pages. |

# Format revision-Marks accept-Revisions

Used to accept revisions and remove revision marks from the selection. To accept revisions and remove revision marks for an entire document, select the entire document first. When you choose this command, Word:

- Deletes strikethrough text
- Removes the special formatting from inserted text
- Removes revision bars

## Format revision-Marks Search

```
FORMAT REVISION-MARKS SEARCH:
```

Used to search for marked deletions and insertions in a document. This command is also useful if you want to selectively accept or undo your editing changes.

## Format revision-Marks Undo-revisions

```
FORMAT REVISION-MARKS UNDO-REVISIONS:
```

Used to undo revisions from the selection. To undo revisions from an entire document, select the entire document first. When you choose this command, Word:

- Deletes inserted text
- Removes the strikethrough format of deleted text
- Removes revision bars

## Format Running-head

```
FORMAT RUNNING-HEAD position: Top Bottom(None)
      odd pages:(Yes)No  even pages:(Yes)No  first page: Yes(No)
      alignment:(Left-margin)Edge-of-paper
```

Used to format a paragraph as a running head and indicate the pages and positions where running heads will appear. Running heads are paragraph formats. You can set up:

- Running heads for the top and bottom of each page
- Different running heads for odd- and even-numbered pages
- Different running heads for different parts of a document
- Running heads that are aligned with the left margin of a document or the edge of the paper

Running-head paragraphs are shown with a caret (^) in the selection bar. They remain in effect from the page where you insert them in the document until the end of the division, or until Word encounters another running head with the same settings. Consecutive paragraphs with identical running-head settings are treated as a single running head. A running head prints in the position you set, not where it appears on screen.

A running head must fit in the space of a top or bottom margin. If it doesn't, the main body of the text may overlap it, and the last few lines of the running head may not print.

## Command Fields

### position:

| | |
|---|---|
| Top | The running head prints at the top of the page, at the position specified in the "running-head position from top" field of Format Division Margins. |
| Bottom | The running head prints at the bottom of the page, at the position specified in the "from bottom" field of Format Division Margins. |
| None | Converts a running head into normal text. |

### odd pages:

Yes prints the running head on odd pages only.

### even pages:

Yes prints the running head on even pages only.

### first page:

| | |
|---|---|
| Yes | Prints the running head on the first page, plus other pages in the division as indicated. |
| No | Specifies that running heads not print on the first page of the division. |

For a running head to appear at the top of the first page of a document or division, it must be the first paragraph of the document or division.

### alignment:

| | |
|---|---|
| Left-margin | Aligns the running head with the left margin of the document. Any tabs or paragraph indents you set will be counted from the left margin as for other paragraphs. |
| Edge-of-paper | Aligns the running head at the left edge of the paper. Any tabs or paragraph indents you set will be counted from the edge of the paper, unlike other paragraphs. |

# Format sEarch

```
FORMAT SEARCH: Character Paragraph Style
```

Used to search for character, paragraph, and style formats.

Format sEarch works on selected text or from the current position of the highlight to the beginning or end of the document.

Pressing SHIFT + F4 repeats the search as long as the Search (for normal text) or Format revision-Marks Search commands have not been used since the last Format sEarch.

# Format sEarch Character

```
FORMAT SEARCH CHARACTER direction: Up(Down)
      bold: Yes No              italic: Yes No        underline: Yes No
      strikethrough: Yes No     uppercase: Yes No     small caps: Yes No
      double underline: Yes No  position: Normal Superscript Subscript
      font name:                font size:            font color: Black
      hidden: Yes No
```

Used to search for character formats.

Word displays a blank character format menu for you to fill in and displays a message which asks you to select an option.

Press ENTER to search for the formats.

## Command Field

### direction:

| | |
|---|---|
| Up | Searches text from the highlight to the beginning of the document. |
| Down | Searches text from the highlight to the end of the document. |

For a description of the individual character formats, see the Format Character command.

# Format sEarch Paragraph

```
FORMAT SEARCH PARAGRAPH direction: Up(Down)
      alignment: Left Centered Right Justified
      left indent:           first line:          right indent:
      line spacing:          space before:        space after:
      keep together: Yes(No) keep follow: Yes(No) side by side: Yes(No)
```

Used to search for paragraph formats.

Word displays a blank paragraph format menu for you to fill in and displays a message which asks you to select an option.

Press ENTER to search for the formats.

## Command Field

### direction:

| | |
|---|---|
| Up | Searches text from the highlight to the beginning of the document. |
| Down | Searches text from the highlight to the end of the document. |

For a description of the individual paragraph formats, see the Format Paragraph command.

# Format sEarch Style

```
FORMAT SEARCH STYLE key code:          direction: Up(Down)
```

Used to search for character, paragraph, and division styles by using key codes.

Word searches text with the specified style, but will not search for text with the same style which was formatted directly, and not indirectly with a style sheet.

## Command Fields

### key code:

The one- or two-character code of the style Word searches for.

### direction:

| | |
|---|---|
| Up | Searches text from the highlight to the beginning of the document. |
| Down | Searches text from the highlight to the end of the document. |

## Format Stylesheet

```
FORMAT STYLESHEET:  Attach Character Paragraph Division Record
```

Used to attach a style sheet to a document; apply character, paragraph, or division styles to text; or record the format of a selection and define it as a style.

For more information on styles, see "Gallery Menu Commands," later in this chapter, or Chapter 30, "Style Sheets," in *Using Microsoft Word*.

## Format Stylesheet Attach

```
FORMAT STYLESHEET ATTACH:
```

Used to attach a style sheet to the active document. Once the style sheet is attached, you can apply its styles to text you select.

A style sheet can be detached from a document by choosing Format Stylesheet Attach, moving the highlight to the name of the current style sheet, and pressing DELETE.

## Format Stylesheet Character

```
FORMAT STYLESHEET CHARACTER:
```

Used to apply a character style to the selected text. Press F1 to select from a list of styles.

Use the ALT + key code method to apply a style more quickly.

## Format Stylesheet Division

```
FORMAT STYLESHEET DIVISION: Division Standard
```

Used to apply a division style to the division containing the selected text. Note that the text of a division precedes its division mark.

Use the ALT + key code method to apply a style more quickly.

# Format Stylesheet Paragraph

```
FORMAT STYLESHEET PARAGRAPH: Paragraph Standard
```

Used to apply a paragraph style to the paragraph containing selected text.

Use the ALT + key code method to apply a style more quickly.

# Format Stylesheet Record

```
FORMAT STYLESHEET RECORD key code:          usage: Character(Paragraph)Division
      variant: 1                            remark:
```

Used to create and modify styles by copying the format of the selection and defining it as a style. The style is then assigned to the selection.

You can choose to create a character, paragraph, or division style.

## Command Fields

### key code:

One or two characters. This code may be used with the ALT key to apply the style to a text selection. Note that any code beginning with "x" prevents access to the built-in speed formatting keys. If you choose a key code that you've already inserted on the style sheet in the Gallery, Word beeps and displays a message which asks you to enter a different key code. Choose another key code combination.

### usage:

| | |
|---|---|
| Character | The style of the first character of the selection is copied. |
| Paragraph | The style of the first paragraph of the selection is copied, including any tabs and borders. If all the characters in the paragraph have the same formats, these formats become part of the definition. |
| Division | The style of the current division (or the first division of the selection) is copied. |

### variant:

Type a number from 1 to the maximum number of variants available for the usage. The proposed response is the next available variant number.

You can also press F1 to choose a variant from a list. The list includes the automatic variants for the usage and all the numbered variants. Following each numbered variant that has a style inserted, Word shows a key code in parentheses. Empty parentheses mean the style is in use, but no key code is assigned.

If you choose a usage-variant combination that you've already inserted on the style sheet in the Gallery, Word beeps and displays a message which tells you that the style already exists. Press ESCAPE to choose a different variant.

### remark:

Space for you to describe the style. You can use up to 28 characters.

## Format Tab

```
FORMAT TAB: Set Clear Reset-all
```

Used to set and clear tab stops. The ruler appears in the top window border for Format Tab Set and Format Tab Clear. For information on setting, moving, and clearing tab stops, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

## Format Tab Clear

```
FORMAT TAB CLEAR position:
```

Used to clear tab stops. You can also clear tab stops with the Format Tab Set command.

### Command Field

#### position:

The measurements for the positions of the tab stops you want to clear. Tab stop positions are measured in units (e.g., inches or centimeters) rather than in columns or characters. Multiple stops can be specified with a comma used to separate each stop.

You can also press F1 and then use the RIGHT or LEFT key to move to and select an existing tab position. Type a comma to add this tab position to the list.

## Format Tab Reset-all

Used to clear all custom tab stops at once. No confirmation message is given. Default tab stops remain in effect.

# Format Tab Set

```
FORMAT TAB SET position:
      alignment:(Left)Center Right Decimal Vertical   leader char:(Blank). - _
```

Used to view, set, move, and clear tab stops. You can also clear tab stops with Format Tab Clear.

You can set, delete, or move tabs without using the Format Tab Set command by pressing ALT + F1 and positioning the highlight on the ruler with the direction keys. The "position" field displays the tab position as you move the highlight. This method requires the "show ruler" field of the Options command to be set to Yes.

You can also set tabs without using the Format Tab Set command by using the mouse and clicking on the ruler that appears in the top window border. The left mouse button sets tab stops on the ruler. The right mouse button moves (resets) indents and tab stops. This method requires the "show ruler" field of the Options command to be set to Yes.

When you set a custom tab stop, all default tabs to the left of it are ignored.

For more information on setting tabs with the mouse, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word.*

## Command Fields

### position:

The measurement for the position of the tab stop. When the "measure" field of the Options command is set to inches, centimeters, or 10-pitch, each mark on the ruler equals the width of one 10-pitch character. When the "measure" field is set to points or 12-pitch, each mark on the ruler equals the width of one 12-pitch character.

### alignment:

Arranges text between tab stops as follows:

| | |
|---|---|
| Left | Left-aligned beginning at tab stop. |
| Center | Centered relative to tab stop. |
| Right | Right-aligned at tab stop if there is sufficient room to the left of tab stop. |
| Decimal | Decimal point is aligned with tab stop. If text contains no decimal point, it is right-aligned. |
| Vertical | Draws a vertical line at specified positions; extends through all lines of a paragraph. |

### leader char:

| | |
|---|---|
| Blank | Tab character is printed blank. |
| . (dot) | Dots are printed for the length of the tab (.....). |
| – (hyphen) | Hyphens are printed for the length of the tab (-----). |
| _ (underscore) | Underscore characters are printed for the length of the tab (_____). |

Leader characters do not apply to vertical tabs.

## Gallery

```
GALLERY: Copy Delete Exit Format Help
         Insert Name Print Transfer Undo
```

Used to display the Gallery menu and style sheets, where you can create, review, and revise styles. For descriptions of the commands, see "Gallery Menu Commands," later in this chapter.

Choose Exit in the Gallery menu to return to the Edit menu.

## Help

```
HELP: Exit Next Previous Basics
      Index Tutorial Keyboard Mouse
```

Provides quick reference information or lessons on Word procedures.

You can request Help in the following ways:

- Choose the Help command.
- With the mouse, point to the Help mark (?) in the status line and click a mouse button.
- Press ALT+H at any time.

  If you have a style sheet attached to the document, press ALT+XH. If you have a style with a key code that starts with x, you cannot request Help with ALT+H or ALT+XH; use one of the other two methods instead.

When you request Help by pressing ALT+H or clicking on (?), a Help screen replaces the document display, and the Help command menu appears in the command line. The screen that appears depends on when you ask for Help:

- If a command is highlighted in a menu, information about that command appears.

  To highlight a command in a main menu when you are in regular text entry mode, press ESCAPE, then use the direction keys to move the highlight.
- If a command field is highlighted, information about that field or the command containing it appears.
- If the message line shows an error message, information about the command previously chosen appears.
- If you're working with document retrieval, in outline view, or with a style in the Gallery window, information on that feature appears.

Once the Help command menu is displayed, you can use its commands to see different quick reference topics, return to Word, or request a tutorial lesson from the Learning Word program. The commands and their effects are as follows:

| | |
|---|---|
| Exit | Returns to the document display and menu or command field from where you requested Help. |
| Next | Shows the next screen of Help. Usually not all the text will fit on one screen. Choose Next again to display more text. |
| Previous | Shows the previous screen of Help. |
| Basics | Shows the first screen of Help, which describes the Help system. |
| Index | Shows a list of topics you can get information on. There is one screen of index topics. To move from screen to screen, press PAGEUP and PAGEDOWN. To choose a topic within a screen, use direction keys to highlight the topic, then press ENTER. |
| Tutorial | Lets you choose a Learning Word lesson. |
| Keyboard | Displays the first of a series of quick reference screens for keyboard actions. |
| Mouse | Displays the first of a series of quick reference screens for mouse actions. |

## Help Tutorial

TUTORIAL: Lesson Index

Used to choose a Learning Word tutorial lesson from within Word. Lessons are drawn from the Learning Word program.

***Important*** If your operating system is DOS, you must have 384K of available memory when you ask for Tutorial Help.

You can determine available memory by using the CHKDSK command at the operating system prompt. For information on the CHKDSK command, see your operating system manual.

If you have a DOS version 2.0 or higher, but less than 3.0, and are running Word on a floppy disk system with less than 384K of memory available when you start Word, you need to have COMMAND.COM on your Word disk.

Help Tutorial commands are:

| | |
|---|---|
| Lesson | Displays the lesson cross-referenced on a Help screen.<br>If there isn't a lesson that corresponds to the displayed information, you'll see "No lesson available" instead of a reference. If you choose Lesson in this situation, Word will continue to display the current Help information. |
| Index | Displays the index to the Learning Word program lessons. You can choose any lesson from the index by following the directions on the screen. |

# Insert

```
INSERT from: {}
```

Used to insert a copy from the scrap or a glossary entry in front of the selection, or to run a macro.

Footnotes and formats attached to text in the scrap are included.

## Command Field

### from:

The symbol for the scrap ({ }) is always the proposed response. To insert from the scrap, press ENTER without filling in this field. To insert from a glossary, type the glossary name or press F1 and select from a list of glossary entries.

If the glossary name does not exist, Word cancels the command and displays a message which tells you that the glossary entry doesn't exist.

To run a macro, type the macro name or press F1 and select from the macro names in the glossary. To insert the macro text into the document for review or editing, type a caret (^) after the macro name.

If the macro name does not exist, Word cancels the command and displays a message which tells you that the glossary entry doesn't exist.

You can also use INSERT to insert from the scrap.

# Jump

```
JUMP to: Page Footnote Annotation bookmarK
```

Used to jump directly to a designated page, footnote or annotation reference mark, footnote or annotation text, or a bookmark.

# Jump Annotation

Used to jump directly to an annotation mark or its associated annotation text.

| Highlight is on | Jumps to |
|---|---|
| Document text | Next annotation mark |
| Annotation mark | Associated annotation text |
| Annotation text | Associated annotation mark |

# Jump bookmarK

```
JUMP BOOKMARK name:
```

Used to jump directly to a designated bookmark.

Word moves to the bookmark text that corresponds to the name you enter. Word selects the entire bookmark text.

## Command Field

### name:

The name of the bookmark to jump to. Pressing F1 will display a list of names to select from.

***Note*** Choose the Undo command after Jump bookmarK to return to the previous position of the highlight.

# Jump Footnote

```
JUMP FOOTNOTE:
```

Used to jump directly to a footnote reference mark or its associated footnote text (and annotation mark or its associated annotation text).

| Highlight is on | Jumps to |
|---|---|
| Document text | Next reference mark |
| Reference mark | Associated footnote or annotation text |
| Footnote or annotation text | Associated reference mark |

# Jump Page

```
JUMP PAGE number: 1
```

Used to jump directly to the first character of the page with the specified number.

The pages correspond to the page breaks at last pagination of the document. If you are maintaining page breaks manually, choose the Print Repaginate command to update page breaks without printing.

## Command Field

### number:

The arabic number of the page to jump to.

A multiple-division document, containing divisions that start at a specific page number, may have more than one page with the same number. To enter a specific page and division, type the page number, then the division number. For example, type: *12D2* to jump to page 12 in division 2.

# Library

```
LIBRARY: Autosort Document-retrieval Hyphenate Index Link Number Run Spell
         Table thEsaurus
```

Used to move to the Library menu, where you can:

- Sort text
- Sort, retrieve, update, and print information about your Word documents
- Import and link areas from spreadsheets, graphics, or other Word documents into Word
- Hyphenate a document
- Create an index
- Number an outline or text automatically
- Run operating system commands and programs outside Word without leaving Word
- Check the spelling in documents
- Create a table of contents
- Find synonyms with the Word Thesaurus

# Library Autosort

```
LIBRARY AUTOSORT by:(Alphanumeric Numeric)  sequence:(Ascending)Descending
                case: Yes(No)                column only: Yes(No)
```

Used to sort paragraphs, columns, lists, and outlines. You can use Library Autosort to sort text alphanumerically (letters and numbers) or numerically, in either ascending or descending order.

In outline and document view, Library Autosort sorts paragraphs. With column selections, Library Autosort sorts individual lines of text. For more information about sorting, see Chapter 27, "Sorting," in *Using Microsoft Word*.

## Command Fields

### by:

Alphanumeric sorts text containing letters, text containing both letters and numbers, and text containing numbers arranged uniformly with special characters (such as dates in yy/mm/dd format).

Alphanumeric sorts text into ascending order according to the following rules:

- Special characters come before all others
- Numbers (0–9) come before uppercase letters
- Uppercase letters come before lowercase letters
- Lowercase letters come last

***Note*** The rules for sorting uppercase and lowercase letters apply only if you select Yes in the "case" field. If you select No, case is ignored in the sort.

Numeric sorts text containing numbers by comparing the numeric value of the selected items. An alphanumeric sort treats numbers as characters in a textual pattern, not as digits with a numeric value. Numeric items can contain the following characters:

| | |
|---|---|
| $ | Dollar sign |
| % | Percent sign |
| – | Minus sign |
| , | Comma |
| ( | Opening parenthesis |
| ) | Closing parenthesis |
| . | Decimal point |

## sequence:

| | |
|---|---|
| Ascending | Rearranges items from the lowest value to the highest value (A–Z, 0–9). |
| Descending | Rearranges items from the highest value to the lowest value (Z–A, 9–0). |

## case:

| | |
|---|---|
| Yes | Tells Word to sort according to the alphanumeric rules for sorting letters. Separates uppercase from lowercase; *a* follows *Z* instead of appearing between *A* and *B*. |
| No | Tells Word to ignore case when it sorts. |

## column only:

| | |
|---|---|
| Yes | Tells Word to sort a selected column instead of an entire row (for example, in a table). |
| No | Tells Word to sort according to the text in a selected column, and to rearrange the rows of a table based on the results. |

For more information about column selection, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

# Library Document-retrieval

```
DOCUMENT-RETRIEVAL: Query Exit Load Print Update View Copy Delete
```

Used to search for and display the names of documents that meet search criteria you specify. Once the list is displayed, you can load, copy, delete, and print documents.

The Library Document-retrieval command changes to a separate menu where you can:

- Search for a list of documents by using any field on the document summary sheet or any text in the document.
- Load a document you select.
- Print a document and/or summary sheets for one, or a group of, marked documents.
- Update a summary sheet.
- View lists of documents by short name or long name, or view a full summary sheet.
- Sort a list of files by using some of the fields on the summary sheet.
- Copy one or a marked group of documents to a directory you specify, optionally removing the source document after the copy. You can also copy style sheets associated with copied documents.
- Delete one or a marked group of documents.

Library Document-retrieval commands and strategies are discussed in detail in Chapter 16, "Document Retrieval," in *Using Microsoft Word.*

The keys for marking and unmarking files are described below.

- To mark a document, move the highlight to the document name and press SPACEBAR.
- To mark all displayed documents at once, press CONTROL + SPACEBAR.
- To unmark a document, move the highlight to the document name and press SPACEBAR.
- To unmark all marked documents, press SHIFT + CONTROL + SPACEBAR.

# Library Document-retrieval Copy

```
COPY marked files to drive/directory:
     delete files after copy: Yes(No)          copy style sheets: Yes(No)
```

Used to copy or archive marked files displayed in the document-retrieval window. When you archive files, you can tell Word to automatically delete the source files after they've been copied to another location. You can also copy style sheets with documents.

## Command Fields

### marked files to drive/directory:

The drive and/or directory you want to copy marked files to.

### delete files after copy:

Yes deletes source file after copying.

### copy style sheets:

Yes copies attached style sheet along with document; however, if the "delete files after copy" field is also set to Yes, style sheets will not be deleted.

If Word can't successfully copy all files—for example, if the destination disk is full or some files are locked—the files it can't copy will remain marked.

# Library Document-retrieval Delete

```
DELETE:
```

Used to delete a highlighted file or a group of marked files displayed in the document retrieval window.

# Library Document-retrieval Exit

Used to return to the Edit menu.

# Library Document-retrieval Load

```
LOAD filename:                                read only: Yes(No)
```

Used to load a document in the active window.

## Command Fields

### filename:

Proposed response includes drive designation and pathname of the currently highlighted file. (The file must be a valid Word document.) The list shows those filenames with the extension .DOC in the drive/directory path as set in the Library Document-retrieval Query "path" field. For more information about filenames, see the Transfer command.

### read only:

| | |
|---|---|
| Yes | You can view the document, but you must give the document a new name in order to save any revisions. |
| No | You can save revisions to the document. |

# Library Document-retrieval Print

```
PRINT marked files: Summary Document Both
```

Used to print the document and/or summary sheet for marked documents in the document retrieval window.

You can also use this command to print ASCII files, style sheets, and glossaries.

## Command Field

### marked files:

| | |
|---|---|
| Summary | Prints only the summary sheet. |
| Document | Prints the marked document or group of marked documents. |
| Both | Prints both the document and the document's summary sheet for the marked document or group of marked documents. |

Documents remain marked after you run the Print command.

# Library Document-retrieval Query

Used to enter search criteria and to display a list of documents meeting the criteria you specify.

```
QUERY path:
  author:
  operator:
  keywords:
  creation date:                    revision date:
  document text:
  case: Yes(No)                     marked files only: Yes(No)
```

When you choose the Library Document-retrieval Query command, Word searches all files in the specified directories, builds a list of files satisfying the specified criteria, and displays this list according to the options selected in Library Document-retrieval View.

## Command Fields

### path:

The path(s) searched by this command. Multiple paths can be specified with a comma used as a list separator. For example,

*c:\memos*.doc, c:\archive*.txt*

You can also press F1, select a directory, and type a comma to add a path.

If you don't specify the drive and pathname, Word assumes the default directory and displays filenames ending in .DOC. The default setting is the drive and path specified in the Transfer Options command.

The remaining fields of this command can contain logical operators to define your search. These logical operators are:

| Logical operator | Represents |
|---|---|
| , (comma) | *or* |
| & (ampersand) or space | *and* |
| ~ (tilde) | *not* |
| < (less than) | Used for dates only |
| > (greater than) | Used for dates only |

Use logical operators according to the following rules:

- The comma, &, <, and > operators may be combined to specify a range of dates.
- The ~ may not be combined with either < or >.
- If you choose a comma as your decimal character in the Options command menu, you must use a semicolon to represent *or*.
- If a logical operator is part of a search string, you must enclose the string in quotation marks. For example, suppose you want to search for both a percent sign (%) and an ampersand (&). This would require an expression with two strings: % and &. Because the ampersand (&) is both the string and an operator, you must enclose the string in quotation marks. The correct expression is %&"&".

  Since a space is also an operator which Word interprets as "and," a search string which includes a space must be enclosed in quotation marks if you want Word to disregard the space. For example, "John Smith" searches for *John Smith*; without quotation marks, it would search for *John* AND *Smith*.
- If quotation marks are part of the search string, they must be entered as double quotation marks. For example, ""Late payment"" searches for the string *"Late payment"*.
- Parentheses can be used within a query field. For example, John & (Peter,Paul) means John *and* (Peter *or* Paul).

  If you don't use parentheses, Word gives evaluation precedence first to the tilde (~), then an ampersand (&) or space, then the comma. For example, *Paul ~ Paulsen & Peters* tells Word to search for *(Paul and (NOT Paulsen)) AND Peters*. The entry *John, Paul & Peter* tells Word to look for John OR (Paul AND Peter).
- The maximum field lengths are 256 characters, except for the date fields, which have a maximum of 25 characters.
- A question mark (?) or an asterisk (*) may be used as wildcards in all query fields except dates. To search for these characters in the "document text" field, precede them with a caret (^).

### author:

The creator of the document. Multiple authors must be separated by logical operators.

### operator:

The person who last saved the document. Multiple names must be separated by logical operators.

### keywords:

Distinct words that help to identify a document. Multiple groups of keywords must be separated by logical operators.

### creation date:

The date the document was created.

### revision date:

The date the document was last saved.

### document text:

Text in this field will be searched for in the body of the document. Footnotes and running heads are included in the search.

### case:

| | |
|---|---|
| Yes | Tells Word to match the case of information in the "document text" field. |
| No | Tells Word to ignore the case of information in the "document text" field. |

### marked files only:

| | |
|---|---|
| Yes | Tells Word to search only through marked documents in the document retrieval window for documents that match query criteria. This is useful to narrow the search.<br>Word unmarks all documents after you run the Query command.<br>If no files are marked, Word displays a message telling you that no matching files were found. |
| No | Tells Word to search in the specified directories for all documents that match query criteria. |

***Note*** Word searches documents on disk, not in memory. Changes made to any edited documents will not be taken into account if they have not been saved.

## Library Document-retrieval Update

```
UPDATE SUMMARY filename:
   title:                                  version number:
   author:                                 creation date:
   operator:                               revision date:
   keywords:
   comments:
```

Used to modify the summary sheet. Choosing this command saves the updated summary sheet to the file. This command only works with formatted Word documents.

## Command Fields

### filename:

Proposed response includes the drive designation and pathname of the currently highlighted file. The list shows those filenames in the drive/directory path as set in the "path" field of the Library Document-retrieval Query. For more information about filenames, see the Transfer command.

### title:

The title of the document.

### author:

The creator of the document. More than one author can be specified.

### operator:

The person who last saved the document. More than one operator can be specified.

### keywords:

Distinct words that help identify a document.

### comments:

Miscellaneous comments about a document.

### version number:

The version number of the document.

### creation date:

The date the document was created.

### revision date:

The date the document was last saved.

# Library Document-retrieval View

```
VIEW:(Short)Long Full
     Sort by:(Directory)Author Operator Revision_date Creation_date Size
```

Used to control the way filenames are displayed on screen.

## Command Fields

### VIEW:

| | |
|---|---|
| Short | The drive and full pathname of the files are listed in a two-column format. Filenames may be cut off. |
| Long | The drive and full pathname of the file are listed in a one-column format. The sort key and title are also listed. If the filename is the sort key, the author is displayed instead of the sort key. |
| Full | The complete summary sheet is displayed in a separate window above the menu and below the list of files. It is updated automatically as you move around in the list. |

### sort by:

The sorting key used to organize the list of documents, based on entries in the summary sheet fields (Directory, Author, Operator, Revision_date, Creation_date, Size).

# Library Hyphenate

```
LIBRARY HYPHENATE confirm: Yes(No)          hyphenate caps:(Yes)No
```

Used to automatically insert optional hyphens in a document so that words divide at the ends of lines. Library Hyphenate requires access to the file HYPH.DAT.

The direction of hyphenation is always toward the end of the document.

- If the selection is a single character, Word hyphenates from the selected character toward the end of the document.
- If the selection is more than one character, Word hyphenates only within the selected text.

While Word is hyphenating your document, it displays the message: "Hyphenating..."

When the hyphens have been inserted, Word returns to the text that was selected when you carried out the Library Hyphenate command and tells you how many words were hyphenated, for example, "12 words hyphenated."

Word will not automatically hyphenate words that already contain hyphens.

## Command Fields

### confirm:

Yes — Tells Word to ask for confirmation of the placement of each hyphen. Word switches to printer display to show you the word it proposes to hyphenate as the first word on a line. You don't have to search the whole screen to find the proposed hyphenation point. When Word has finished hyphenating, the display returns to the way it was when you chose Library Hyphenate. Word may find more than one hyphenation point in a word it proposes to hyphenate. Word highlights the character at the hyphenation point that is closest to the right end of the line.

No — Inserts hyphens without confirmation.

### hyphenate caps:

Yes — Inserts hyphens in words with initial capital letters.

No — Ignores any word that begins with a capital letter. This is useful for preventing hyphens in names, proper nouns, and the first word of a sentence or quotation.

# Library Index

```
LIBRARY INDEX entry/page # separated by:      cap main entries:(Yes)No
        indent each level: 0.2"               use style sheet: Yes(No)
```

Compiles entries into an index and places the index in a separate division at the end of the document. Library Index alphabetizes the entries, collects page numbers, and eliminates duplicate entries.

Designate index entries by typing the code *.i.* formatted as hidden text in front of the entry. Insert an endmark at the end of the entry by using a semicolon, paragraph mark, or division mark, formatted as hidden text if necessary. Entries can be existing text or new hidden text. For more information, see Chapter 21, "Indexes," in *Using Microsoft Word.*

## Command Fields

### entry/page # separated by:

The character or characters that appear after the entry and before the page numbers. The proposed response is two spaces.

### cap main entries:

| | |
|---|---|
| Yes | Causes the first word of each first-level (or main) index entry to be capitalized, and all other capitalization left as is. |
| No | Leaves all capitalization as is. |

### indent each level:

The amount of space each subentry is indented from its immediately superior entry. The proposed response is 0.4 inch. You can also specify other units of measurement. See Chapter 8, "Text Formatting: Characters and Paragraphs," in *Using Microsoft Word.*

### use style sheet:

Yes — Tells Word to look at the attached style sheet to see if you have defined any of the four paragraph styles reserved for the index:

- Index level 1
- Index level 2
- Index level 3
- Index level 4

Each paragraph style applies to the corresponding level of index entries: Index level 1 applies to main entries, Index level 2 applies to second-level entries, and so on.

When you select Yes in this field, Word ignores the "indent each level" field.

No — If you are not using a style sheet, select No.

## Library Link

```
LIBRARY LINK: Document Graphics Spreadsheet
```

Used to import graphics, spreadsheet data, and text from another document into a Word document. If the data in a linked spreadsheet or document changes, you can choose the command again to update the data or text in the document.

# Library Link Document

```
LIBRARY LINK DOCUMENT filename:                    bookmark:
```

Used to import text from and create a link with another Word document. (The Format bookmarK command is used to mark text to be imported.) Also used to update previously imported text.

The imported text is inserted in front of the highlight. The code *.D. pathname, bookmark name* is placed before the text, and the code *.D. <paragraph mark>* is placed at the end of the data. These codes are formatted as hidden text.

Updating is performed on demand; text is not updated automatically each time a file is loaded.

## Command Fields

### filename:

The name of the file containing the text to be imported into Word. Word uses the directory specified in the Transfer Options command unless a full pathname is specified.

### bookmark:

The name of the bookmark designating the text to be imported. If the field is left blank, the entire document will be imported. An ASCII file can be imported by leaving the "bookmark" field blank.

# Library Link Graphics

```
LIBRARY LINK GRAPHICS filename:
        file format:                    alignment in frame: Centered
        graphics width: 6"              graphics height: 6"
        space before: 0"                space after: 0"
```

Used to import graphics that have been stored in a file or on the Windows Clipboard.

When you import a graphic with Library Link Graphics you can control:

- Width and height of the graphic.
- Amount of space above and below the graphic.
- Horizontal placement of the graphic within its frame. The default frame width is either one-column "margin-to-margin" width in a one-column division or single-column width in a multiple-column division. You can change this with the Format pOsition command.

Word inserts a line of identifying information about the graphic after the current selection. This line starts with a *.G.* code and is formatted as hidden text. The information in the line tells Word where the graphic file is located and specifies the graphic's dimensions. When you print or use the Print preView command, the document and graphic are merged.

You can import graphics stored in the following formats:

- Lotus PIC files.
- PC Paintbrush PCX files.
- Microsoft Pageview picture files. Pageview pictures may need to be resized when imported into Word because clipping information is not retained. In addition to importing Pageview pictures, you can load a Pageview document into Word and print it directly without having to import the pictures.
- HPGL plotter files. Word can import graphics from HPGL (Hewlett-Packard Graphics Language) plotter files printed to disk using a Hewlett-Packard ColorPro driver.
- PostScript files generated by printing to disk or manually.
- TIFF (Tag Image File Format) files produced by many scanners.
- Print files. These files store output that's been printed to a file instead of a printer. Normally, you use a program's Print File command or something similar to create the file. PostScript and HPGL are special cases of print files.
- Files created with the Capture.COM screen capture utility. With Capture.COM supplied on Word Utilities disk 3, you can save a screen image from any program, clipping the edges to capture just those parts of the screen you want. For information on this utility, see Chapter 22, "Layout Features for Graphics and Text," in *Using Microsoft Word.*
- Windows Clipboard. You can import graphic images from Windows applications through the Clipboard. Windows applications can have graphics that are bitmapped (built pixel by pixel) or in metafile format. You can import only bitmapped graphic images. Check your Windows application documentation to see which Windows graphics format it supports.

  For more information on importing graphics, see Chapter 22, "Layout Features for Graphics and Text," in *Using Microsoft Word.*

## Command Fields

### filename:

You can type the filename of the graphic you want to import, including the extension, or press F1 to see a list of all the files in the directory specified in the Transfer Options command.

### file format:

If it can detect the format for the file specified in the "filename" field, Word proposes that format. If the field is blank, you can press F1 to see a list of supported file formats and choose the one that applies.

### alignment in frame:

You can type a measurement for the distance from the left frame edge to the left edge of the graphic, or press F1 to select left, center, or right alignment within the frame.

### graphics width:

Word proposes the existing size for an imported graphic if it can determine the size from the file format. You can type a measurement for any width or press F1 to see a list of alternatives.

### graphics height:

Word proposes a height to maintain the aspect (height/width) ratio of the original graphic, if it can determine the size from the file. If the size can't be determined, Word proposes a height that matches the width. You can type a measurement for any height or press F1 to see a list of alternatives.

### space before:

Specifies space above the graphic, using the default unit of measure.

### space after:

Specifies space below the graphic, using the default unit of measure.

## Library Link Spreadsheet

```
LIBRARY LINK SPREADSHEET filename:                    area:
```

Used to import data from a spreadsheet (Lotus 1-2-3, Microsoft Multiplan, or binaries from Microsoft Excel for IBM and compatible computers) into Word. Also used to update previously imported data.

The imported data is inserted in front of the current selection. The code *.L. pathname, area <newline>* is placed before the data, and the code *.L. <paragraph mark>* is placed at the end of the data. These codes are formatted as hidden text. Each column of data is separated with tabs, and a newline character is inserted at the end of each row. The number format is maintained (currency, integer, decimal).

When importing data formatted as currency, Word performs the following:

| Operating system | Currency format |
|---|---|
| DOS 2.0 or 2.1 | Word uses the U.S. *$* as the currency format, placing the *$* before the value. |
| DOS 3.0 or higher, or OS/2 | Word takes all the currency information from the operating system. You can change the format by including a "COUNTRY =" statement in your CONFIG.SYS file. |

Word will retain the number format (whole number or decimal), but will not retain character formats.

Updating is performed on demand; data is not automatically updated each time a file is loaded.

## Command Fields

### filename:

The name of the file containing the data to be imported into Word. Word uses the directory specified in the Transfer Options command unless a full pathname is specified. Word automatically recognizes which file type is being used (Lotus 1-2-3, Microsoft Multiplan, or Microsoft Excel for IBM or compatible computers).

### area:

The area name or range of cells to import. Noncontiguous areas may be specified for Multiplan files only. These will be linked together without any separation. If this field is left blank, Word will import the entire spreadsheet.

If you need to import a spreadsheet larger in size than 30K, import it in sections. (Each imported spreadsheet is considered a paragraph, and Word's size limit for a paragraph is 30K.)

# Library Number

```
LIBRARY NUMBER:(Update)Remove          restart sequence: (Yes)No
```

Used to number headings, subheadings, and paragraphs of text automatically. If one character is selected, Library Number acts on the entire document. If the selection is more than one character, Library Number acts only on the selected text.

Normally, Library Number renumbers paragraphs next to which you have already typed numbers. Word follows the numbering scheme you are currently using when it renumbers paragraphs.

In outline view, Library Number numbers all selected headings according to the heading levels you assigned when you raised or lowered headings. Word follows *The Chicago Manual of Style* numbering scheme when it numbers outline headings.

If you type legal format numbers next to the first paragraph in an outline, Word follows the legal numbering scheme throughout the rest of your outline.

Word recognizes these characters as numerals:

- Arabic numerals (1, 2, 3, 4, . . .)
- Uppercase roman numerals (I, II, III, IV, . . .)
- Lowercase roman numerals (i, ii, iii, iv, . . .)
- Uppercase letters (A, B, C, D, . . .)
- Lowercase letters (a, b, c, d, . . .)
- Legal format numbers (1, 1.1, 1.2, 1.3, 1.4, . . .)

In document view, Word numbers all headings at the same level of indentation with the same kind of number.

Word uses these guidelines for recognizing numbers:

- Leading spaces are ignored.
- The first character of a numerical entry must be the first textual character of a paragraph. It can be a number, a roman numeral, a letter, or an opening parenthesis followed by any of these.
- The numerical entry must end with a period or parenthesis, unless it is in legal format (1.1, etc.), in which case you cannot use closing punctuation. Word follows the punctuation format set in the first paragraph when it numbers other paragraphs at the same level of indentation.
- The closing parenthesis, period, or final digit of a numerical entry must be followed by a space or tab.
- The format of the number will be the same format as the first character of the paragraph you are inserting the number in front of. When you replace a number, the new number has the same format as the number you replace.

## Command Fields

### number:

| | |
|---|---|
| Update | Renumbers the numbered paragraphs in a document; numbers or renumbers headings in an outline. |
| Remove | Removes all numbers from heads or paragraphs. |

### restart sequence:

| | |
|---|---|
| Yes | Starts renumbering at 1 (or I, i, A, or a). |
| No | Starts numbering with the first number found in the selection. |

# Library Run

```
LIBRARY RUN: COMMAND
```

Used to run other programs and operating system commands without quitting Word.

## Notes About Using Library Run

- To use Library Run with a floppy disk system, your Word disk — as well as any disks with programs you want to run with Library Run — must contain the DOS file COMMAND.COM.

  Use the DOS COPY command to copy COMMAND.COM from your DOS disk to your working copy of any program you want to run with Library Run.
- When you run an outside command or program using Library Run, you will need enough memory for both Word and the additional program. If there is not enough memory, you will see a message when you try to run the outside program which will tell you that there is insufficient memory.

  Word then cancels the command and returns to the Edit menu and regular text entry mode.

  Press ESCAPE if you want to cancel Library Run before the outside program or command begins to operate.
- Some operating system commands, such as CD, PATH, or commands to change drives have no effect if run from Library Run.
- Never use the Library Run command to delete files with .TMP, .BAK, or .DOC extensions that you have worked on in the current session. If you do, you may lose all your work for the session. Use the Transfer Delete command to delete files.

## Using the Library Run Command

If your operating system is DOS, Word proposes *command* as the response to Library Run. Accepting this response by pressing ENTER takes you to the DOS command prompt where you can run DOS commands or other programs. To return to Word, type *exit* from the DOS command prompt.

If your operating system is OS/2, Word proposes *cmd* as the response to Library Run. Accepting this response by pressing ENTER takes you to the OS/2 command prompt where you can run OS/2 commands or other programs. To return to Word, type *exit* from the OS/2 command prompt.

If you do not use the proposed response with either operating system, you can use the Library Run command prompt the same way as an operating system command prompt. Type the command you want and press ENTER. After the operating system command or outside program has finished running, Word displays a message which tells you to press a key to resume Word. When you press a key, the Word screen reappears, and Word returns to typing mode.

If you have a floppy disk system, Word displays a message which tells you to replace a Word disk, if necessary.

For some DOS commands, such as DIR, COPY, and ERASE, you won't need to change disks if COMMAND.COM is on the Word disk. For other DOS commands, you may need to insert a DOS disk or another disk that contains the outside program.

Pressing Y gives control of your computer to DOS, which runs the outside program.

If you have a hard disk system, Word turns over control of your computer to its operating system, but does not display the message prompting you to enter Y.

If Word cannot find the program or command on the program disk or in the directory, the operating system displays a message which tells you that you are using a bad command or filename.

# Library Spell

```
SPELL: Correct Add Exit Ignore Options Undo
```

Used to check the spelling of words in the current selection or document. Also engaged by pressing ALT+F6.

If you have a floppy disk system, Word displays a message which tells you to insert the Spell disk in the drive.

# Library Spell Add

```
ADD word to: Standard User Document
```

Used to add words to one of the dictionaries. The standard dictionary, SPELL_AM.LEX, is on the Spell disk or directory specified in the "speller path" field of the Options command. You can specify a user dictionary with the Library Spell Options command.

## Command Fields

### word to:

Standard — Adds the word to the standard dictionary's update file, UPDATAM.CMP. The update file is stored in the same location as the standard dictionary. Exception: on a network, the standard dictionary is stored on the network server; separate update files are stored on each user's workstation.

| | |
|---|---|
| Document | Adds the word to a dictionary that Spell associates with the current document. The document dictionary is a file with the same name as the document, but with the extension .CMP. If the document dictionary does not yet exist, Spell creates it automatically when you choose this option under Library Spell Add. |
| User | Adds the word to a user dictionary you specify in the Library Spell Options command. |

***Note*** If you did not give a user dictionary name with the Library Spell Options command before choosing Add, Spell creates a user dictionary with the name SPECIALS.CMP.

# Library Spell Correct

```
CORRECT:                                remember correction: Yes(No)
```

Used to correct the misspelling currently displayed in the "correct" field.

Another method of correcting a misspelling is to highlight a suggested alternative and press ENTER without selecting Correct.

Word remembers any corrections you make throughout the Spell session and will correct repeated misspellings accordingly.

## Command Fields

### correct:

Select one of the alternative words or type in a word. If manual is on, press F1 to see a list of alternatives.

### remember correction:

| | |
|---|---|
| Yes | Spell remembers how you corrected that word and will correct all other occurrences in future sessions. |
| No | Spell displays each unknown word even if you've already corrected a word once. |

# Library Spell Exit

Used to return to regular text entry mode.

# Library Spell Ignore

Used to ignore the spelling of the word in the correction window and display the next misspelling.

# Library Spell Options

```
OPTIONS  user dictionary:
         lookup:(Quick)Complete          ignore all caps: Yes(No)
         alternatives:(Auto)Manual       check punctuation:(Yes)No
```

Used to review and set options for certain Spell actions that apply to all misspellings.

## Command Fields

### user dictionary:

Used to name a user dictionary for use with all documents during a Spell checking session. Use this command to create or specify an existing user dictionary you want to use.

The default user dictionary is SPECIALS.CMP.

### lookup:

| | |
|---|---|
| Quick | Tells Spell to do a quicker, less extensive search for alternative words and assumes the first two letters of a word are correct. This is the default setting. |
| Complete | Tells Spell to do a thorough search for alternatives. This option displays a more extensive list of alternatives and as a result is slower than the Quick option. |

### ignore all caps:

| | |
|---|---|
| Yes | Tells Spell not to check the spelling of words that contain all uppercase letters. Spell still checks words with all lowercase letters or with a mix of uppercase and lowercase letters. This option is useful for ignoring acronyms which are not likely to be in the dictionary. |
| No | Tells Spell to check the spelling of all words, including those with all uppercase letters. |

### check punctuation:

| | |
|---|---|
| Yes | Displays words that improperly contain punctuation marks. |
| No | Turns this option off. |

When this field is set to Yes, the following characters will cause a word to be flagged as misspelled with an "improper punctuation" message when they occur within or at the beginning of the word: period (.); comma (,); semicolon (;); colon (:); exclamation point (!); question mark (?).

Also, the following characters will cause a word to be flagged as misspelled with an "invalid character" message when they occur within, at the beginning, or at the end of the word: at symbol (@); pound or number symbol (#); percent sign (%); ampersand (&); asterisk (*); plus sign (+); equal sign (=); underscore (_); a number.

When this field is set to No, the above listed characters will be treated as spaces, and each part of the word before and after one of these characters will be checked as a separate word.

### alternatives:

| | |
|---|---|
| Automatic | Tells Spell to suggest alternatives automatically as soon as you choose the Library Spell Correct command. |
| Manual | Tells Spell to wait until you tell it to present alternatives by pressing F1. |

## Library Spell Undo

Used to reverse the latest Spell command or action, including Undo itself. Undo reverses the last action and displays the previous unknown word.

## Library Table

```
LIBRARY TABLE from: Outline(Codes)      index code: C
       page numbers:(Yes)No             entry/page number separated by: ^t
       indent each level: 0.4"          use style sheet: Yes(No)
```

Compiles designated entries into a table of contents and places it in a separate division at the end of the document. Library Table compiles the entries sequentially and lists the page number on which each entry occurs. Library Table can also be used to create other lists, such as a list of figures. If a table of contents already exists, Word displays a message which asks you to replace or append the existing table, or cancel the command.

## Command Fields

### from:

| | |
|---|---|
| Outline | Generates a table from a document in outline view. Each expanded (visible) heading is considered a table of contents entry. Body text is ignored. |
| Codes | Generates a table from codes entered as hidden text with each entry. |

### index code:

This field tells Word what code to look for. The proposed response is *c* for Contents. Any letter can be entered here except *d*, *g*, *i*, *p*, and *l*, which are reserved. The letter you type here must match the letter you type in front of your table entries. Capitalization is ignored.

### page numbers:

Yes compiles a table of contents with page numbers.

### entry/page number separated by:

This is the character or characters that appear between the entries and the page numbers. The proposed response is *^t*, which represents a right-aligned tab character. This causes the page numbers to align at their last digits, close to the right margin.

### indent each level:

The amount of space each subentry is indented from its immediately superior entry. The proposed response is 0.4 inch. You can also use other measurement abbreviations. For a list of measurement abbreviations, see Chapter 8, "Text Formatting: Characters and Paragraphs," in *Using Microsoft Word*.

### use style sheet:

If you are not using a style sheet, leave No as the response in this field. Yes in this field tells Word to look on the attached style sheet to see if you have defined any of the four paragraph styles reserved for a table of contents:

- Table level 1
- Table level 2
- Table level 3
- Table level 4

Each paragraph style applies to the corresponding level of table entries: Table level 1 applies to first-level table of contents entries; Table level 2 applies to second-level entries, and so on.

When you choose Yes in this field, Word ignores the "indent each level" field.

# Library thEsaurus

Used to find synonyms of words.

Library thEsaurus looks up the word you select. If the word is not in the Thesaurus, the root of the word is displayed instead. The text window splits, opening the Thesaurus window.

**If the Thesaurus finds your word or the root of your word**

Word displays a list of synonyms for your word. A command menu appears at the bottom of the Thesaurus window.

| | |
|---|---|
| ↑↓←→: point | Use the direction keys to select a word you want to find a synonym for, or to select the synonym you want to put in your document. |
| ENTER:replace | Press ENTER to replace the word in your document with the highlighted word in the Thesaurus window. |
| ESC:exit | Press ESCAPE to exit the Thesaurus and return to Word. |
| Ctrl-F6:look up | Press CONTROL + F6 to look up synonyms for the highlighted word in the Thesaurus window. |

**If the Thesaurus doesn't find your word or its root**

Word displays a message which tells you the word was not found and asks you to select another word to look up. The window displays a list of the words alphabetically closest to the word you looked up. The following menu appears at the bottom of your window:

| | |
|---|---|
| ↑↓←→: point | Same function as menu above. |
| ENTER:look up | Same function as Ctrl-F6:look up. |
| ESC:exit | Same function as menu above. |
| Ctrl-F6:look up | Same function as menu above. |

# Options

```
WINDOW OPTIONS for window number: 1          show hidden text:(Yes)No
         show ruler: Yes(No)       show non-printing symbols:(None)Partial All
        show layout: Yes(No)                 show line breaks: Yes(No)
       show outline: Yes(No)                   show style bar: Yes(No)

GENERAL OPTIONS mute: Yes(No)                    summary sheet:(Yes)No
            measure:(In)Cm P10 P12 Pt            display mode: 3
           paginate:(Auto)Manual                       colors:
           autosave:                          autosave confirm: Yes(No)
          show menu:(Yes)No                       show borders:(Yes)No
        date format:(MDY)DMY                 decimal character:(.)
        time format:(12)24                   default tab width: 0.5"
       line numbers: Yes(No)                 count blank space: Yes(No)
       cursor speed: 3                      linedraw character: (|)
       speller path: C:\WORD5
```

Used to review and set options for customizing Word.

Word records the settings in the Options command fields when you quit. At the next startup, Word uses the same settings.

The Options command menu is divided into two categories: Window and General.

## Command Fields: Window Options

The fields listed in this category apply to the window indicated in the "for window number" field.

### for window number:

The number of the active window is the proposed response. The maximum number of windows is eight, but only one window can be active at a time.

### show ruler:

Yes displays the ruler. When you use this command to turn on the ruler, it stays on until you select No to turn it off. You can also control the ruler with the mouse by clicking the left button in the upper-right corner of the window to turn it on, and both buttons to turn it off.

You can also set tabs directly with the mouse (instead of using the Format Tab Set command) when you show the ruler. For information, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

## show layout:

| | |
|---|---|
| Yes | Shows newspaper-style columns, and it also shows columns of side-by-side paragraphs adjacent to each other on the screen. Show layout will also show properly sized blank frames for graphics. You can edit text when show layout is on, (although some Word operations may be slower), and you can see the look of a full page as it will be printed, including graphics, with the Print preView command. |
| No | Shows Word's regular text entry mode. Columns and side-by-side paragraphs appear underneath each other. You can turn this option on/off by pressing ALT+F4. |

## show outline:

| | |
|---|---|
| Yes | The window changes to outline view. |
| No | Normal document view is displayed. |

In outline view you can control how much of the document you view — you can show the expanded document with all the document text, or you can show as many levels of headings as you like.

For information on outlining, see Chapter 26, "Outlining," in *Using Microsoft Word*.

## show hidden text:

| | |
|---|---|
| Yes | Displays hidden text on the screen. When hidden text is shown, it is distinguished from other text by a dotted underline. You can format or edit it like other text. |
| No | Hidden text is not visible on the screen. However, if you have set the "visible" field of the Options command to Partial or Complete, the location of hidden text will be represented by a two-headed arrow (↔). |

You use hidden text to embed notes and codes for table of contents entries and index entries. When hidden text is shown, it is counted in the pagination of your document.

## show non-printing symbols:

| | |
|---|---|
| None | Characters that are normally invisible are not shown in the window. |
| Partial | The following, normally invisible, characters are made visible in the window:<br>Paragraph (¶)<br>Newline (↓)<br>Optional hyphen (-) |
| All | The normally invisible characters made visible by Partial, plus the following, are made visible in the window:<br>Tab (—→)<br>Space (.)<br>Word displays the tab arrow symbol and the space dot symbol at the left end of the space they represent.<br>When you choose All, leader characters for tabs are not displayed on screen, but will still print. |

***Note*** Two options can influence what you see when you select Partial. If you select Yes in the "show hidden text" field, Word displays hidden text with a dotted underline. If you select No in the "show hidden text" field, Word indicates the location of hidden text by a two-headed arrow.

## show line breaks:

You can turn this option on/off by pressing ALT+F7.

| | |
|---|---|
| Yes | Use this option to view on screen how the lines in your document will break when printed on the printer specified in the "printer" field of the Print Options command. When this display option is used, lines may extend beyond the right screen boundary (you'll need to scroll right to view all your text). The on-screen alignment of paragraphs and tab stops is likely to be distorted. |
| No | The line breaks appear as printed on a printer set for a 10-pitch font. If the "measure" field is set to P12 or Pt, line breaks appear as they would if printed on a printer set for a 12-pitch font. |

## show style bar:

Yes activates the style bar. The style bar appears along the left window border and displays the ALT+key combinations for the assigned paragraph styles, and the codes that represent the placement of running heads and divisions.

Each window can have a style bar turned on. The style bar is always two characters wide. In the style bar:

| This symbol | Represents |
|---|---|
| blank | A paragraph that has no style assigned to it, or a paragraph style that has no key code set. |
| 1–2 characters | The key code used with ALT to assign the style. |
| * (asterisk) | A paragraph style that is not defined on the attached style sheet. |
| b | Running head for the bottom of both odd- and even-numbered pages; may include the first page. |
| be | A running head for the bottom of even-numbered pages. |
| bf | A running head for the bottom of the first page of the division. |
| bo | A running head for the bottom of odd-numbered pages. |
| t | A running head for the top of both odd- and even-numbered pages; may include the first page. |
| te | A running head for the top of even-numbered pages. |
| tf | A running head for the top of the first page of the division. |
| to | A running head for the top of odd-numbered pages. |

# Command Fields: General Options

## mute:

| | |
|---|---|
| Yes | Turns off the audible alarm that sounds when Word detects errors. |
| No | Leaves it on. |

## measure:

Sets the unit of measure in all command fields that set horizontal measurements.

| | |
|---|---|
| In | Inches |
| Cm | Centimeters |
| P10 | 10-pitch (10 characters per inch). A P10 measure equals 1/10 inch. If a 10-pitch font is used, this measure corresponds to character positions. P10 is equal to 12-point font size. |
| P12 | 12-pitch (12 characters per inch). A P12 measure equals 1/12 inch. If a 12-pitch font is used, this measure corresponds to character positions. P12 is equal to 10-point font size. |
| Pt | Points, as used by typesetters. 72 points equal 1 inch. |

## paginate:

| | |
|---|---|
| Auto | Word automatically repaginates the document while you type and displays the page breaks. |
| Manual | Word repaginates the document only when you choose the Print Repaginate, Print preView, or other Print commands. |

## autosave:

The time interval in minutes in which you want Word to perform an autosave backup. If set to "0" (zero), Word will not perform an autosave backup.

## show menu:

| | |
|---|---|
| Yes | Turns the command menu display on. |
| No | Turns it off, although messages related to editing will still appear on the status line. As soon as you press a key or a mouse button, the status line reappears. This setting applies to the command menu in regular text entry mode only. |

### date format:

The format in which you want Word to display or print the date in the predefined glossary entries "date" and "dateprint."

| | |
|---|---|
| MDY | Displays the month, day, and year—for example, *March 28, 1987.* |
| DMY | Displays the day, month, and year—for example, *28 March, 1987.* This format is used most commonly outside the United States; in the United Kingdom, for example. |

### time format:

The format in which you want Word to display or print the time in the predefined glossary entries "time" and "timeprint."

| | |
|---|---|
| 12 | Displays the time in a 12-hour format — for example, *1:30 PM.* |
| 24 | Displays the time in a 24-hour format — for example, *13:30.* |

### line numbers:

| | |
|---|---|
| Yes | Displays line numbers of the document in the status line. |
| No | Turns off the line number display. |

### cursor speed:

Used to vary the speed at which the cursor moves across your screen. Accepts a number from 0 (slowest) to 9 (fastest).

### speller path:

The path and filename of the speller standard dictionary.

### summary sheet:

| | |
|---|---|
| Yes | Presents an empty summary sheet each time a new file, or a file that does not have a summary sheet, is saved. |
| No | Turns off the feature. |

### display mode:

Used to switch between display modes without quitting Word. Press F1 to choose from modes available for your video adapter.

The last two display modes used are saved in the MW.INI file from session to session. ALT+F9 is used to switch between these two modes directly.

### colors:

Used to change the colors for background, menus, messages, character attributes, and font sizes. Press F1 for a list of character attributes and font sizes, then press the direction keys to select what you want to change. To change the color, press PAGEUP and PAGEDOWN or press the letter corresponding to the desired color.

### autosave confirm:

| | |
|---|---|
| No | Tells Word not to prompt you before each autosave. |
| Yes | Tells Word to ask you before each autosave. If you decide not to autosave when asked, Word resets its time counter to zero. |

### show borders:

| | |
|---|---|
| No | Removes the right, left, top, and bottom borders; some mouse functions are disabled, but scrolling and selecting with the mouse are still possible. The text area is increased by two lines. |
| Yes | Leaves all borders in place. This setting applies to borders in regular text entry mode only. |

### decimal character:

The character Word uses to do mathematical calculations and to interpret decimal values that you enter (such as margins in the Format Division command). You can select either a period (.) or a comma (,).

***Important*** Your choice of a decimal character also determines the character Word interprets as a list separator — for example, the character that separates record fields in data documents which are used in Word for creating form letters. If you use the default period (.) as the decimal character, you should use a comma to separate fields. But if you choose a comma as your decimal character, use a semicolon (;) to separate fields. If you change the decimal character, you need to change the list separator character accordingly in any data documents you have already created. Changing the decimal character from the default period to a comma also affects some mathematical calculations involving numbers that use separator characters. For example, if you have the number 1,500.32 and choose a comma as your decimal character, you would need to express this number as 1.500,32 for Word to recognize its correct value when performing a calculation. For more information, see Chapter 25, "Math," in *Using Microsoft Word*.

### default tab width:

Used to set the distance between default tab stops. The unit of measure is specified in the "measure" field.

### count blank space:

| | |
|---|---|
| Yes | Counts spaces or lines created with non-standard line spacing, e.g., "1.5 li." and space before and after lines of text or graphics. |
| No | Counts only lines of text or paragraph marks. |

### linedraw character:

The graphics characters used in line drawing. Press F1 to see a list of characters to choose from, or type any character from the keyboard to use as a line draw character.

## Print

```
PRINT: Printer Direct File Glossary Merge Options Queue Repaginate preView
```

Used to print or control the printing of documents.

Documents can be formatted to look as sophisticated as your printer can produce. Word measures document format to 1/1440 inch (1/20 point). On some printers, including most laser printers, Word measures format to 300 dots per inch. If your printer cannot print all the parts of a format, Word uses the full abilities of the printer to print a document as closely as possible to the full format. When you print the document on a more sophisticated printer, you do not need to change the document format. Word gives you the best quality document the printer can produce.

## Print Direct

```
PRINT DIRECT:
```

Used to send all keystrokes directly to a printer. Press ESCAPE to cancel direct printing. When you press ENTER, characters are sent directly to the printer specified in the "setup" field of the Print Options command. Characters are not echoed on the screen, wordwrap is turned off, and no editing is possible. The characters will be printed in the normal font or with the current print wheel of the printer.

As an alternative, try printing the text using the Selection option in the "range" field of Print Options.

# Print File

```
PRINT FILE name:
```

Used to store a printer version of a document in a file for later printing. The stored file can be printed using the operating system COPY command or a print utility.

You typically would use this command if you do not have a printer connected to your computer.

## Command Field

### name:

Any legal operating system filename including the pathname. Word does not add an extension if none is specified. If the name is an existing file, Word displays a message which tells you to overwrite the file.

# Print Glossary

```
PRINT GLOSSARY:
```

This command prints the contents of the glossary file that is currently loaded into Word — usually NORMAL.GLY.

The glossary name prints flush left. The glossary entry text prints on the next line and is indented 0.5 inch. Any indents in the glossary entries are added to the 0.5-inch indent. A page break prints as <*Page*>, and a division break prints as <*Division*>.

# Print Merge

```
PRINT MERGE: Printer Document Options
```

Used to create multiple versions of a document, such as a form letter, by combining the text of a main document with text from other files or the keyboard. The merged document may be printed or saved as a Word document file.

For an explanation of Print Merge features, see Chapter 18, "Form Letters, Mailing Labels, and Other Merge Documents," in *Using Microsoft Word*.

# Print Merge Document

```
PRINT MERGE DOCUMENT filename:
```

Used to merge the specified records to a Word document instead of to the printer. Each record is separated from the others by a page break.

# Print Merge Options

```
PRINT MERGE OPTIONS range:(All)Records          record numbers:
```

Used to select which records to merge.

## Command Fields

### range:

| | |
|---|---|
| All | Merges all records. |
| Records | Merges only those records selected in the "record numbers" field. |

### record numbers:

The numbers for a range of records separated by a colon (:) or hyphen (–). For example, *3:5* merges records 3, 4, and 5. Individual records are separated by commas (,). For example, *3,5,12* merges records 3, 5, and 12.

You can type both individual records and ranges of records together. For example, *3:5,11* merges records 3, 4, 5, and 11.

# Print Merge Printer

```
PRINT MERGE PRINTER:
```

Used to merge documents directly to the printer. Only records specified in Print Merge Options will be merged.

# Print Options

```
PRINT OPTIONS printer:                    setup: LPT1:
      model:                              graphics resolution:
      copies: 1                           draft: Yes(No)
      hidden text: Yes(No)                summary sheet: Yes(No)
      range:(All)Selection Pages          page numbers:
      widow/orphan control:(Yes)No        queued: Yes(No)
      paper feed: Continuous              duplex: Yes(No)
```

Used to review or set options that control printing. When you quit, Word records the responses in the following command fields:

- Printer
- Setup
- Model
- Graphics resolution
- Hidden text
- Widow/orphan control
- Draft
- Paper feed
- Duplex
- Draft
- Feed

## Command Fields

### printer:

Name of printer description file (.PRD extension). Press F1 to view a list of available printer names. The response in this field is used by the Print Printer, Print File, Print Merge, and Print Repaginate commands; by the "show line breaks" field of the Options command; and by the "font name" and "font size" fields of the Format Character command.

*Printer Information for Microsoft Word* describes which PRD file to use for your printer. Also, the file PRINTERS.DOC on Word Printer disk 1, lists PRD files for some printers not described in *Printer Information for Microsoft Word*. You need to use Setup or the operating system COPY command to copy the appropriate PRD file from a Printer or Utilities disk to your Word Program disk or directory.

### setup:

Enter one of the following output port designations:

LPT1: LPT2: LPT3: COM1: COM2:

You can either type the designation or press F1 and choose from a list. If you type, you must include the colon. Word accepts no other entries in this command field. To use COM1 or COM2, you must also set up the communications port with the correct operating system MODE command.

### model:

Name of your model of printer represented in "printer" field. Press F1 to see a list of available model names.

### graphics resolution:

For some laser printers, you can print graphics in varying resolutions — measured in dots per inch (dpi). Press F1 to choose from a list of resolution options available for your printer.

### copies:

Enter the number of copies you want Word to print. Word prints an entire copy first, then repeats for each copy requested.

### draft:

| | |
|---|---|
| Yes | The document is printed without microspace justification. The draft option provides a way to print a preliminary copy of your document at top speed, accurately printing line and page breaks. Graphics are not printed in draft mode, but a blank space where they are positioned appears. This is similar to what is displayed in print preview. |
| No | The document is printed with all specified formatting. |

### hidden text:

| | |
|---|---|
| Yes | Tells Word to print hidden text whether it is visible or not. |
| No | Tells Word not to print hidden text. |

### summary sheet:

| | |
|---|---|
| Yes | Prints the document summary information on a separate page before printing the document. |
| No | Turns off this feature. |

### range:

Used to print all or part of a document.

| | |
|---|---|
| All | Prints the entire active document. |
| Selection | Prints only the selected text. |
| Pages | Prints the pages entered in the "page numbers" field. |

## page numbers:

Used to print a specific range of pages. Numbers for a range of pages are separated by a colon (:) or hyphen (–). For example, *3:5* prints pages 3, 4, and 5. Separate individual pages by commas (,). For example, *3,5,12* prints pages 3, 5, and 12.

You can type both individual pages and ranges of pages together. For example, *3:5,11* prints pages 3, 4, 5, and 11.

Individual pages or a range of pages in page and division notation may be specified. For example, *3D1,5D1,12D1–5D2* prints pages 3 and 5 of division 1 and also the range of pages from page 12 of division 1 to page 5 of division 2.

## widow/orphan control:

| | |
|---|---|
| Yes | Word checks automatically to prevent widow and orphan lines (single lines of paragraphs left at the tops and bottoms of pages). |
| No | Indicates that you don't wish to prevent widow and orphan lines. You would use the No option, for example, if you always need to have a specific number of lines on a page. |

## queued:

| | |
|---|---|
| Yes | Allows you to continue working while Word prints a document. For "queued" printing to work, enough space must be available on your Word disk or hard disk for a large temporary file to hold the queued printout. After you choose Yes, you can control queued printing with the Print Queue command. |
| No | Turns off this feature. |

## paper feed:

Used to control the feed of paper through the printer, either continuously or in sheets. If the printer has multiple-sheet feed, indicate from which bin to feed paper.

| | |
|---|---|
| Manual | Printer stops at the end of every page. Word waits for you to insert another sheet of paper and press Y to continue. For specific information on manual feed for laser printers that use the PostScript page description language, see *Printer Information for Microsoft Word*. |
| Continuous | Printer prints continuously until the end of the document. |
| Bin1 | Printer feeds paper from bin 1 for all pages printed. |
| Bin2 | Printer feeds paper from bin 2 for all pages printed. |
| Bin3 | Printer feeds paper from bin 3 for all pages printed. |
| Mixed | Printer feeds the first page from bin 1 and all other pages from bin 2 (e.g., letterhead from bin 1, second sheets from bin 2). |
| Envelope | Printer feeds envelopes from an envelope tray. This option will appear only if your printer supports an envelope feeder. See your printer's instructions for detailed information on feeding envelopes. |

### duplex:

Yes prints on both sides of the paper for printers that support duplex printing. This option is retained until you change it.

## Print preView

```
PRINT PREVIEW: Exit Jump Options Print
```

Used to preview document page layout before printing. The Print preView command shows the positions of the following page layout attributes: running heads, footnotes, page numbers, line numbers, columns, side-by-side paragraphs, absolute positioned paragraphs, graphics (except PostScript and other graphics files that are not output to the screen), borders, and revision marks.

## Print preView Exit

Used to exit print preview mode and return to regular text entry mode.

## Print preView Jump

```
JUMP to: Page bookmarK
```

Used to move directly to a page or bookmark you specify.

### Command Fields

#### to:

| Select | To jump to |
|---|---|
| Page | A specific page; enter number of page |
| Bookmark | Specific bookmark text; enter name of bookmark |

# Print preView Options

```
OPTIONS display: 1-page 2-page Facing-pages
```

Used to display facing pages or one or two pages at a time.

## Command Fields

### display:

| | |
|---|---|
| 1-page | Previews a single page. |
| 2-page | Previews two consecutive pages. |
| Facing-pages | Shows a spread of two pages that would face each other in a bound book — pages two and three, for example. When you scroll from the second page of one spread to the first page of the next, Word displays the two pages of that next spread. |

# Print preView Print

```
PRINT: Printer File Options
```

Used to print a document and set printer options while in print preview.

| Select | To |
|---|---|
| Printer | Print the document—the same as in regular text entry mode. See "Print Printer," below. |
| File | Print the current document to a file on disk instead of sending it to the printer—the same as in regular text entry mode. See "Print File," above. |
| Options | Set printing options—the same as in regular text entry mode. See "Print Options" command. |

## Print Printer

```
PRINT PRINTER:
```

Used to print the active document. The Print Printer command uses all the responses in the Print Options command to print the document.

To cancel printing, press ESCAPE. Word stops printing and displays a message which asks you to continue or to cancel the command.

If you press ESCAPE again, Word advances the paper to the top of the next sheet and returns to the Edit menu.

To stop queued printing, use the Print Queue Stop command.

If a printer error occurs during printing, Word displays a message which tells you that the printer is not ready and then asks you to continue or to cancel the command.

## Print Queue

```
PRINT QUEUE: Continue Pause Restart Stop
```

Used to control printing of any document for which you've selected Yes in the "queued" field of the Print Options command. Print Queue lets you pause, continue, restart, and stop printing without leaving Word.

## Print Queue Continue

```
PRINT QUEUE CONTINUE:
```

Used to continue queued printing after Print Queue Pause.

## Print Queue Pause

```
PRINT QUEUE PAUSE:
```

Used to halt printing temporarily.

# Print Queue Restart

```
PRINT QUEUE RESTART:
```

Used to restart queued printing from the beginning of the document.

# Print Queue Stop

```
PRINT QUEUE STOP:
```

Used to cancel queued printing.

# Print Repaginate

```
PRINT REPAGINATE confirm page breaks: Yes(No)
```

Used to repaginate a document without printing. This is needed only if you use manual pagination, or if you need to force a repagination of the entire document.

All page breaks reflect the current document instead of the last printed or repaginated version. If auto repagination is turned off, Print Repaginate can be used to update page breaks so that correct page status information appears in the status line.

When you insert a page break yourself, the page break is permanent, meaning Word starts a new page at that place regardless of how much you revise.

## Command Field

### confirm page breaks:

| | |
|---|---|
| Yes | Lets you confirm each page break or move it to the desired position with the direction keys. If it is not already on, Word will switch to the "show line breaks" display (see Options Command) and move the highlight to the first character of the new page at the beginning of a line. If, during repagination, Word finds a page break you inserted yourself, a message is displayed which asks you to confirm the page break, or to remove it. When Word is finished repaginating, the display returns to the way it was when you chose Print Repaginate. |
| No | Tells Word to set page breaks automatically. |

# Quit

QUIT:

Used to end a session and exit Word.

If you saved all your changes to Word documents, style sheets, and glossaries, Quit ends the Word session. If a document, glossary, or style sheet has unsaved changes, Word displays a message which asks you to indicate whether you want to save or lose the changes to the document, glossary, or style sheet, or cancel the command.

Choose the appropriate response:

| | |
|---|---|
| Yes | Saves the documents, glossaries, or style sheets before the Word session ends. |
| No | Discards unsaved changes. |
| Esc | Cancels Quit and returns you to regular text entry mode. |

When the Word session is ended, you return to the computer's operating system. To save without quitting Word, choose the Transfer Save (for a document), Transfer Glossary Save (for a glossary), Gallery Transfer Save (for a style sheet), or Transfer Allsave (for all open files) command.

Word records the following settings in the Options and Print Options commands and puts them into effect in the next Word session:

### Options

"paginate"
"cursor speed"
"autosave"
"line numbers"
"summary sheet"
"mute"
"default tab width"
"linedraw character"
"speller path"
"date format"
"time format"
"measure"
"decimal character"
"show menu"
"show borders"
"display mode"
"colors"
"show non-printing symbols"
"show line breaks"
"show layout"
"show hidden text"
"show style bar"
"show ruler"

### Print Options

"printer"
"setup"
"model"
"graphics resolution"
"draft"
"hidden text"
"widow/orphan control"
"paper feed"
"duplex"

The Quit command also records:

- The "setup" field of the Transfer Options command (if the "save between sessions" field is set to Yes)
- The name of the document in window number 1, and the name of the current glossary
- The default drive/directory path as well as the options selected in the Library Document-retrieval View command
- Whatever was last selected in the document
- The document's read-only status
- Whether overtyping was on or off
- The Spell Options
- The Print preView Options
- The Format Division Margin settings if the "use as default" field is set to Yes
- The last annotation mark used

If you start Word with the /l switch, the last document and glossary used are loaded automatically, and the default directory named in the Transfer Options command is set. For instructions on starting Word, see Chapter 1, "Setting Up and Starting Word," in *Using Microsoft Word*.

***Note*** MW.INI files created with versions of Word prior to 5.0 will not work with Word 5.0. If you don't use the Setup program to install Word, you need to remove the old MW.INI file before starting Word 5.0 for the first time.

## Replace

```
REPLACE text:                          with text:
        confirm:(Yes)No  case: Yes(No) whole word: Yes(No)
```

Used to search for, and replace, specified text and formats. Searches for text in the "text" field and replaces it with text in the "with text" field. Searches within a block of selected text or from the position of the highlight to the end of the document.

You can also search for, and replace, text elements not represented by letters, numbers, punctuation, or formats—elements such as tab characters and paragraph marks, among others.

To search for these text elements, you enter a special character in the search "text" field. With the exception of the question mark (?), you must precede each special character with a caret (^). The special characters and their meanings are listed below:

| Character | Meaning |
|---|---|
| ^w | White space. Searches for any number and combination of spaces, tab characters, newline and paragraph marks, division marks, forced page breaks, and nonbreaking spaces. (To search for spaces only, do not use ^w; just type the spaces in the "text" field.) The ^w special character cannot be used in the "with text" field as a replacement character. |
| ^s | Nonbreaking space. |
| ^t | Tab character. |
| ^p | Paragraph mark. |
| ^n | Newline character. |
| ^- | Optional hyphen. (For additional information, see below.) |
| ^d | Division mark or page break character. |
| ? | Any character. (For additional information, see below.) |

The question mark is a special case. You can use the question mark alone (?) to match any single character. For example, *s?an* as search text finds *scan*, *span*, *Stan*, or *swan*. You cannot use the question mark this way in the "with text" field. If you enter a question mark there, Word inserts a question mark during replacement. If you precede the question mark with a caret (^?) in the search "text" field, Word searches for a question mark.

If you precede any other character with the caret (^) symbol, Word takes that character at face value. For example, for ^^ Word searches for a caret (^).

- If the search text does not contain optional hyphens, Word finds all matching text, including text containing optional hyphens.
- If the search text includes optional hyphens, their positions must exactly match the positions of the optional hyphens in the document text. For example, if your search text is *type-writer*, Word finds only *type-writer* (that is, *type* optional hyphen *writer*), but not *typewrit-er*, nor *type-writer* when the hyphen is a normal or nonbreaking hyphen.

For complete information on hyphens, see Chapter 28, "Spelling and Hyphenation," in *Using Microsoft Word*. The direction of the replace action is always toward the end of the document.

- If the selection is a single character, Word replaces from the selected character to the end of the document.
- If the selection is more than one character, Word replaces only within the selected text.

When the replacements have been made, Word returns to the text that was highlighted when the Replace command was carried out. The total number of replacements appears in the message line, for example: "12 replacements made."

## Command Fields

### text:

Search text can be up to 40 characters. You can also search for unspecified and special characters. For more information, see the preceding discussion. The most recent search or replace action is the proposed response.

### with text:

Replacement text can be up to 40 characters. You can also replace text with special characters. For more information, see the preceding discussion. The text for the most recent replace action is the proposed response.

### confirm:

| | |
|---|---|
| Yes | Causes Word to ask you to confirm each replacement. |
| No | Replaces text without confirmation. |

### case:

| | |
|---|---|
| Yes | Searches for text with exactly the same combination of uppercase and lowercase letters as the search text and replaces this text with the replacement text. |
| No | Ignores capitalization during the search. If the initial letter, or all the letters in the matching document text to be replaced are uppercase, Word keeps the same uppercase and lowercase configuration. For example, if *the* and *one* are the search and replacement text, then Word replaces *the* with *one*, *The* with *One*, and *THE* with *ONE*. But *tHe* is replaced with *one*. |

### whole word:

| | |
|---|---|
| Yes | Finds the search text only if it is a separate word; that is, if it has leading and trailing word breaks such as spaces, punctuation, and tabs. |
| No | Finds the search text, even if it is embedded in other text. |

# Search

```
SEARCH text:
       direction: Up(Down) case: Yes(No) whole word: Yes(No)
```

Used to search a document for text that matches the "text" field and selects the text if found.

You can also use Search to extend the highlight by pressing F6, then typing in the "text" field the last part of the text you wish to select. If the search stops too soon, press SHIFT + F4 to repeat the Search command.

Word searches outside selected text in the direction specified.

## Command Fields

### text:

Search text can be up to 40 characters. You can also search for special characters. See the discussion under the Replace command for details. The text for the most recent search or replace action is the proposed response.

### direction:

| | |
|---|---|
| Up | Searches from the selected text toward the beginning of the document. |
| Down | Searches from the selected text toward the end of the document. |

### case:

| | |
|---|---|
| Yes | Searches for text that has exactly the same combination of uppercase and lowercase letters as the search text. |
| No | Ignores capitalization during the search. |

### whole word:

| | |
|---|---|
| Yes | Finds the search text only if it is an entire word; that is, if it has leading and trailing word breaks (spaces, punctuation, and tabs). |
| No | Finds the search text, even if it's embedded in other text. |

# Transfer

```
TRANSFER: Load Save Clear Delete Merge Options Rename Glossary Allsave
```

These commands act on entire documents and glossaries.

Most Transfer commands have a "filename" field for the name of a document. You can type a filename or choose a name from a list by pressing F1. The list will also include the names of available drives and directories. A filename can include drive or directory specifications.

You can add a three-character extension to a filename. If you add none, Word assumes the following extensions:

| For | Extension |
|---|---|
| Transfer Load | .DOC |
| Transfer Save | .DOC |
| Transfer Merge | .DOC |
| Transfer Delete | none |
| Transfer Rename | .DOC |
| Transfer Glossary | .GLY |

If the list of files you want to see is not in the current drive or directory, select another drive or directory and press F1 to list its files; or you can include a drive or directory name in the "filename" field. The list normally shows all appropriate filenames. To see only the names that match a particular pattern, type the pattern before requesting the list.

To specify a filename pattern, use the asterisk (*) and the question mark (?) in place of some of the characters in a filename. The asterisk can replace several characters, the question mark only one. For example, the pattern *???* displays all names that contain exactly three characters, and the pattern *m** displays all names that begin with the letter *m*. To see all files, type the pattern *.* then press F1.

## Transfer Allsave

TRANSFER ALLSAVE:

Used to save all open documents, including attached style sheets and the current glossary.

## Transfer Clear

TRANSFER CLEAR: All Window

Used to clear a document from a specified window, or to clear all open documents, usually in order to start a new document.

If there are unsaved changes to the documents which are in the windows to be cleared, Word displays a message which asks you to save the changes, lose them, or cancel the command.

Yes saves the changes to the document, No clears the window, and ESCAPE cancels the Transfer Clear command.

## Transfer Clear All

```
TRANSFER CLEAR ALL:
```

Used to clear the entire text area of all windows, text, glossaries, and style sheets; to close all files; to eliminate TMP files (where Word stores your revisions until you save them) for the current session; and to erase the scrap. Using Transfer Clear All is like starting up Word again.

## Transfer Clear Window

```
TRANSFER CLEAR WINDOW:
```

Used to clear the contents of the specified window. If there is only one window, this window will be cleared.

## Transfer Delete

```
TRANSFER DELETE filename:
```

Used to delete a file from a disk.

Useful for making room for new files on a full disk. You can delete only files that are not currently open. If you attempt to delete an open file, or any temporary file needed by Word, Word cancels the command and displays the message which tells you that you cannot delete an open file.

To delete a document that was open during the current session, first choose Transfer Clear All, and then Transfer Delete.

### Command Field

#### filename:

A list of filenames is available by pressing F1. See the Transfer command for details about filenames. The filename must include its extension.

# Transfer Glossary

```
TRANSFER GLOSSARY: Load Save Merge Clear
```

Used to combine entries from a glossary you name with the current glossary.

The Transfer Glossary commands operate much like the Transfer Load, Transfer Merge, Transfer Save, and Transfer Clear commands, except that they apply only to glossaries.

When Word starts up, it automatically loads the glossary file NORMAL.GLY. This file is useful for storing glossary entries you use during most sessions because the entries are immediately available at startup.

First, Word looks for NORMAL.STY in the current directory and then the Word program directory.

# Transfer Glossary Clear

```
TRANSFER GLOSSARY CLEAR names:
```

Used to remove a glossary name or to clear all glossary names in the current glossary file. Word displays a message which tells you to press Y to erase glossary names.

## Command Field

### names:

A list is available by pressing F1. The proposed response is always a blank command field. Leave it blank to clear all glossary names. Separate multiple names with commas. If you enter an undefined name, Word displays a message which tells you the glossary name is not defined.

Word waits for you to revise the response or press ESCAPE to cancel.

# Transfer Glossary Load

```
TRANSFER GLOSSARY LOAD filename:                    read only: Yes(No)
```

Used to load a new glossary file from disk.

If the glossary you name does not exist, Word displays a message which tells you to press Y to create a glossary. If you press Y, Word creates a new glossary with the name you entered. Press ESCAPE to cancel.

If the current GLY file hasn't been saved and edits were made, Word will display a message which asks you to save the glossary before merging to avoid a loss of data in case of duplicate names.

## Command Fields

### filename:

A list is available by pressing F1. Word assumes the extension .GLY.

### read only:

| | |
|---|---|
| Yes | You can make changes to the glossary, but you must save it with a different name. |
| No | You can save revisions. |

# Transfer Glossary Merge

```
TRANSFER GLOSSARY MERGE filename:
```

Used to combine glossaries from a disk file with glossaries already in memory.

If any of the glossary names from the file are the same as glossary names already in Word, the contents of the names from the file replace the contents of the names already in Word. If the glossary file cannot be found, Word displays a message which tells you that the file doesn't exist.

If the current GLY file hasn't been saved and edits were made, Word will prompt you to save it before merging to avoid a loss of data in case of duplicate names.

## Command Field

### filename:

A list is available by pressing F1. Word assumes the extension .GLY.

# Transfer Glossary Save

```
TRANSFER GLOSSARY SAVE filename:
```

Used to save a glossary. When you quit Word, the glossary entries are not saved automatically. To store them for later use, choose Transfer Glossary Save.

## Command Field

### filename:

The current glossary filename is the proposed response.

# Transfer Load

```
TRANSFER LOAD filename:                    read only: Yes(No)
```

Used to load a document in the active window. Word will read and automatically convert an ASCII file to a Word document.

After a document is loaded, Word displays the total number of ASCII (alpha-numeric, tab, and carriage return) characters in the document. If Word cannot find the file, Word displays a message which tells you to press Y to create a new file.

You can confirm or cancel the command. A list of document files is available by pressing F1.

## Command Fields

### filename:

The list shows only those filenames with the extension .DOC. For more information about filenames, see the Transfer command.

### read only:

| | |
|---|---|
| Yes | You can edit the document, but you must save it with a different name. |
| No | You can save revisions. |

# Transfer Merge

```
TRANSFER MERGE filename:
```

Used to combine two documents. The text from the second document is inserted in front of the highlight.

## Command Field

### filename:

A list is available by pressing F1. For more information about filenames, see the Transfer command.

# Transfer Options

```
TRANSFER OPTIONS setup:
        save between sessions: Yes(No)
```

Used to view or change the document drive or directory setting. Pressing F1 displays the available drives, directories and documents. The drive and path are the default for the session until changed. Select a drive or directory and press F1 again to display its list of files.

For floppy disk systems, Word uses drive B as the document drive.

For systems with a hard disk, Word uses the current directory as the document directory.

## Command Fields

### setup:

The drive or directory pathname.

### save between sessions:

Used to tell Word to remember the drive or directory specified in the "setup" field. The next time Word is started, this drive or directory is used.

# Transfer Rename

```
TRANSFER RENAME filename:
```

Used to rename the active document. The new document name appears in the lower right-hand window border.

## Command Field

### filename:

If the new name is the name of a file already on the current disk, Word cancels the command and displays a message which tells you the file cannot be renamed.

# Transfer Save

```
TRANSFER SAVE filename:
             format:(Word)Text-only Text-only-with-line-breaks RTF
```

Used to save a document.

After the document is saved, Word displays the total number of ASCII (alpha-numeric, tab, and carriage return) characters in the document. After the save is finished, you can continue to revise. If a document is saved with the same filename on the disk or directory used to load it, the old version of the document is retained as a backup file with the extension .BAK.

## Command Fields

### filename:

Proposed response includes drive designation and pathname. If you don't specify the drive and path, Word uses the drive and path shown in the Transfer Options command. If no extension is entered, .DOC is supplied automatically. For more information about filenames, see the Transfer command. If you enter the name of another document on the disk, Word displays a message which asks you to either replace or cancel the filename.

If you enter a new name, Word stores the document under the new name and displays the new name in the lower-right window border. The earlier version of the document will still exist under its original name.

### format:

| | |
|---|---|
| Word | The proposed answer for saving documents. The document is stored as a Word document. |
| Text-only | Saves the document text as a standard ASCII file without any formatting information. Unformatted Word files contain only alphanumeric, tab, carriage returns at the end of paragraphs, and linefeed characters. You can use unformatted files as input to another program that accepts ASCII text only. Note that the text has carriage returns only at the end of each paragraph. |
| RTF | Saves the document in Rich Text Format, Microsoft's word processing document format. This format encodes Word formatting in plain ASCII codes to allow interpretation by other programs that read this format. |
| Text-only-with-line-breaks | Saves the document as an ASCII file without formatting, but adds ASCII return characters at the end of each line, and replaces tab characters with spaces. Use this option to prepare documents for transferring to other programs that require ASCII format files and lines of a certain maximum length. |

Other file formats are available. The Word package contains a mail-in coupon for a conversion disk that will let you transfer formatted documents back and forth between Word and other popular word processing programs.

## Undo

Used to reverse the latest command, including Undo itself. Undo restores the document to the way it was before the latest text or formatting change. See the list below for the commands Undo can and cannot reverse.

**Undo can reverse these commands**

Copy
Delete
Format
Format repLace
Insert
Library Autosort
Library Hyphenate
Library Index
Library Link
Library Number
Library Spell
Library Table
Library thEsaurus
Replace
Transfer Merge
Undo

**Undo cannot reverse these commands**

Gallery (choose Exit to return to document)
Help (choose Exit to return to document)
Jump
Library Run
Options
Print
Quit
Search
Transfer commands (except Transfer Merge)

If you are reversing a change that added text, Undo deletes the text and moves the highlight to the first character following the deletion. If you are reversing a change that deleted text, Undo inserts the text and selects it. You can also reverse changes made with the Format and Replace commands. Undo restores to the scrap the text it contained before the latest change. You can use Undo to toggle between the "before" and "after" views of a change. If no editing changes have been made, Word displays a message which tells you there is no edit to undo.

As the following table explains, the effect of Undo depends on what the most recent editing change was:

| Last change | Effect on document |
|---|---|
| Typing or inserting text | The text disappears from the document. The space is closed up. The scrap is unchanged. |
| Deleting text | The deleted text reappears in the document and is highlighted. The previous contents of the scrap are restored. |
| Backspacing over text | No effect unless typing text preceded its use. If your last action was typing, backspacing is considered part of the typing, and Undo undoes the typing rather than the backspacing. |
| Moving text with mouse | The moved text returns to its original place. |
| Inserting copied text | The previous contents of the scrap are restored. The copied text is removed from location at which it was inserted. |
| Replacing text with Replace or SHIFT + INSERT | The replacements disappear. The text that was replaced reappears. |
| Formatting and copying formatting | Text returns to the formatting it had before Undo. |

| Last change | Effect on document |
|---|---|
| Merging with Transfer Merge and Transfer Glossary Merge | The merged text is removed. The merged glossary names and entries are removed. |
| Hyphenating with Library Hyphenate | Hyphens that were inserted are removed. |
| Sorting with Library Autosort | The sort is undone, and moved text returns to its original order. |
| Numbering with Library Number | If numbers were added, they are removed. If numbers were changed, they change back. If numbers were removed, they are restored. |
| Library Table | The table created is removed. |
| Library Index | The index created is removed. |
| Undoing a change | Undo is reversed. The change is made again. |

# Window

```
WINDOW: Split Close Move
```

Presents a choice of window operations: splitting windows, closing windows, moving window borders to change the size of a window, or setting window options.

# Window Close

```
WINDOW CLOSE window number: 1
```

Used to close a window.

## Command Field

### window number:

The proposed response is the number of the active window. If this is the only window displaying a document with unsaved editing changes, Word displays a message which asks you whether you want to save or lose the edits, or cancel the command.

Press Y to save the changes to the document, N if you don't want to save them, or ESCAPE to cancel the Window Close command.

# Window Move

```
WINDOW MOVE lower right corner of window #: 1     to row: 20   column: 79
```

Used to move window borders to change the size of a window. Common (shared) window borders change together. For windows on the bottom and right edges of the screen, move the borders of the neighboring windows.

Windows can be shrunk until they show only one character. The smallest window still includes space for the selection bar and the style bar. If you select No in the "menu" field of the Options command, three additional rows at the bottom of the screen become available to display text. To prevent covering over a window completely in case you switch the "menu" field back to Yes, you cannot shrink a window into these last three rows.

For information on using the direction keys to move window borders and on zooming windows, see Chapter 14, "Windows," in *Using Microsoft Word*.

## Command Fields

### lower right corner of window #:

The number of the active window is the proposed response. If you choose a window that borders the bottom or right edge, Word cancels the command.

### to row:

The row number you want to move the border to. If the number is larger than the distance available, Word moves the border as far as it can.

### column:

The column number you want to move the border to. If the number is larger than the distance available, Word moves the border as far as it can.

# Window Split

```
WINDOW SPLIT: Horizontal Vertical Footnote
```

Used to open a new window. When you split a window, the new window displays part of the document that is in the old window. If you wish, however, you can open a new blank window.

Pressing F1 moves the highlight from window to window. When you return to a window, Word remembers where the highlight was when you left the window and selects that same text again.

Revisions to a document in one window apply to all the windows that display that document.

You can open up to eight windows. The screen space for every window must be large enough to display the borders, the selection bar, the style bar, and at least one character.

No window splits are allowed in the three additional rows that appear when you select No in the "menu" field of the Options command.

If Word is in zoom mode, window splitting is disabled and Word displays the message which tells you that a zoomed window cannot be split. If you set the "screen borders" field of the Options command to No, window splitting will cause the borders to reappear.

# Window Split Footnote

```
WINDOW SPLIT FOOTNOTE at line: 3
```

Used to open a window for viewing footnotes and annotations. Footnote windows display only the text of footnotes and annotations whose reference marks are visible in the document window it split from. You can scroll, enter, and revise footnote and annotation text in a footnote window as you would in a document window.

If you try to open another window either in a document window with a footnote window or in any footnote window, Word cancels the command and displays the message telling you that the window split is invalid.

Window Split Footnote is allowed in zoom mode unless there are already eight windows open.

## Command Field

### at line:

The first line of each window is line 1, regardless of where the line is located in the text area. See Window Split for a description of the minimum space each window requires.

For information on how to use the UP and DOWN keys to choose a line number, see Chapter 14, "Windows," in *Using Microsoft Word*.

# Window Split Horizontal

```
WINDOW SPLIT HORIZONTAL at line: 3    clear new window: Yes(No)
```

Used to split the active window horizontally. The new window is the one below the split. It is given the next unused window number and becomes the active window.

If Word is in zoom mode, window splitting is disabled and Word displays a message which tells you that a zoomed window cannot be split.

## Command Fields

### at line:

The first line of each window is line 1, regardless of where the line is located in the text area. See Window Split for a description of the minimum space each window requires.

For information on how to use the UP and DOWN keys to choose a line number, see Chapter 14, "Windows," in *Using Microsoft Word*.

### clear new window:

Yes opens a new, empty document window. The proposed response is No, which opens a window containing the same document as the old window.

# Window Split Vertical

```
WINDOW SPLIT VERTICAL at column: 4    clear new window: Yes(No)
```

Used to split the active window vertically. The new window is to the right of the split. It is given the next unused window number.

Word allows a maximum of two vertical splits. If you attempt a third vertical split, Word cancels the command and displays a message which tells you the window split is not valid.

If Word is in zoom mode, window splitting is disabled and Word displays a message which tells you that a zoomed window cannot be split.

## Command Fields

### at column:

The first column of each window is column 0 (zero), regardless of where the column is located in the text area. See the Window Split command for a description of the minimum space each window requires.

For information on how to use the RIGHT and LEFT keys to choose a column number, see Chapter 14, "Windows," in *Using Microsoft Word*.

### clear new window:

Yes opens a new, empty document window. The proposed response is No, which opens a window containing the same document as the old window.

# Gallery Menu Commands

All Gallery menu commands, except Exit and Name, have corresponding commands in the Edit menu. The Gallery menu commands function the same as the Edit menu commands, with these exceptions:

- The commands affect style sheets instead of documents.
- Copy, Delete, and Insert do not have access to the current glossary.
- Insert can insert style names as well as the contents of the scrap.

Because of similarities between Gallery menu and Edit menu commands, you may want to look at the Edit menu descriptions for additional information.

## Copy

Used to copy the selected style to the scrap. The copied style replaces the contents of the scrap. (Selected text also remains in original location.) Pressing ALT+F3 is the same as choosing this command.

## Delete

Used to delete the selected style from the style sheet and place it in the scrap. The deleted style replaces the contents of the scrap. Pressing DELETE is the same as choosing this command.

## Exit

Used to exit the Gallery menu and return to the Edit menu and regular text entry mode. The scrap is cleared. Your documents are the way you left them when you entered the Gallery. If the style sheet in the Gallery has unsaved revisions and the style sheet is not attached to a document, Word displays a message which asks you to attach a new style sheet, keep the old one, or cancel the command.

If the style sheet has duplicate key codes or duplicate usage-variant combinations, Word displays an appropriate message and highlights one of the duplicate styles.

# Format

```
FORMAT: Character Paragraph Tab Border pOsition
```

Used to define the selected style. When you choose Format, Word presents a menu of choices that applies to the selected style's usage. The illustration above shows the menu of choices for a paragraph usage style.

| Usage | Choices |
|---|---|
| Character | Format Character command fields. |
| Paragraph | Format Character, Format Paragraph, Format Tab, Format Border, Format pOsition. Choosing commands will reveal the appropriate command fields. |
| Division | Format Division command fields. |

# Format Border

```
FORMAT BORDER type:(None)Box Lines        line style: Normal   color: Black
  left: Yes(No)       right: Yes(No)      above: Yes(No)       below: Yes(No)
  background shading: 0                   shading color: Black
```

Used to draw horizontal and vertical lines and boxes around paragraphs. Word uses the IBM graphics character set (ASCII codes 179–218 and 220–223), if your printer supports them. If your printer does not support the graphics characters, Word uses the hyphen and vertical bar.

Boxes and lines are drawn according to the following rules:

- The width of a box is controlled by the left and right paragraph indents, or the first line if the paragraph has a hanging indent.
- The height of a box is controlled by the height of the paragraph.
- Left and right lines are drawn at the indents of the paragraph. If the paragraph has 0-inch indents, the lines are drawn in the leftmost and rightmost edges of the paragraph.
- Top and bottom lines are drawn immediately above or below the paragraph text. Space before or space after is not included in the box. Word expands one line of space before or after the selected paragraph to accommodate these lines.
- Consecutive paragraphs that have lines above and below them, or boxes around them, will have a line in common if the paragraphs have the same indents, border types, and standard spacing.
- Boxed paragraphs are always kept on a single page.
- Paragraphs with a line border may be broken up over multiple pages.

## Command Fields

### type:

| | |
|---|---|
| None | Draws no border or removes an existing border. |
| Box | Draws a box around the selected paragraph. |
| Lines | Draws lines at the specified sides of the paragraph. |

### line style:

Type in which line style you want or press F1 for a list of possible line styles. Choose from:

| | |
|---|---|
| Normal | Draws a single line. |
| Bold | Draws a single line in bold. |
| Double | Draws a double line. This option only shows in the list if supported by your printer. |
| Thick | Draws a single thick line. This option only shows in the list if supported by your printer. |

### color:

Specifies the border color if your printer supports colors. Press F1 for a list of available colors.

### left:

This field and the three that follow are considered only if Lines is selected in the "type" field.

| | |
|---|---|
| Yes | Draws a line at the left edge of the paragraph. |
| No | Removes the line. |

### right:

| | |
|---|---|
| Yes | Draws a line at the right edge of the paragraph. |
| No | Removes the line. |

### above:

| | |
|---|---|
| Yes | Draws a line above the text of the paragraph. |
| No | Removes the line. |

### below:

| | |
|---|---|
| Yes | Draws a line below the text of the paragraph. |
| No | Removes the line. |

### background shading

Specifies the intensity of background shading (between 0 and 100). You can type a number or press F1 to choose from a list of alternatives. Shading requires that your printer support the IBM graphics character set.

| Choose | For |
|---|---|
| 0 | No shading |
| 10 | Light shading |
| 40 | Medium shading |
| 70 | Dark shading |
| 100 | Solid |

### shading color:

You can type in the color you want for shading or press F1 to select from a list of colors supported by your printer.

## Format Character

```
FORMAT CHARACTER bold: Yes(No)      italic: Yes(No)      underline: Yes(No)
       strikethrough: Yes(No)       uppercase: Yes(No)  small caps: Yes(No)
       double underline: Yes(No)    position:(Normal)Superscript Subscript
       font name: Courier           font size: 12        font color: Black
       hidden: Yes(No)
```

Used to view or define character formatting.

## Command Fields

### bold:

Yes for bold. No to remove.

### italic:

Yes for italic. No to remove.

### underline:

Yes for underline. No to remove.

### strikethrough:

Yes for strikethrough. No to remove.

### uppercase:

| | |
|---|---|
| Yes | Lowercase letters are shown and printed in uppercase. |
| No | Lowercase letters are shown and printed in lowercase. |

### small caps:

| | |
|---|---|
| Yes | Lowercase letters are shown and printed in uppercase, but in a smaller font size. Uppercase characters are shown in uppercase, in their normal size. |
| No | Lowercase letters are shown and printed in lowercase. |

### double underline:

Yes gives characters this format. No removes the format.

### position:

| | |
|---|---|
| Normal | Characters are shown and printed on the line of text in which they appear. |
| Superscript | Characters are shown and printed above, relative to the line of text in which they appear. |
| Subscript | Characters are shown and printed below, relative to the line of text in which they appear. |

### font name:

Specifies a font from the list of fonts available for the printer and model in the Print Options command. You press F1 to see the font list. For more information on fonts your printer supports, see the printer listings in Chapter 2, "Supported Printers," in *Printer Information for Microsoft Word*.

### font size:

Specifies the font size in points. You press F1 to see a list of available font sizes.

### font color:

Specifies a font color. If you have a color printer, you can type in a color or press F1 to select from a list of available colors. If you do not have a color printer, black is the only choice. A color selected here will also appear on screen, regardless of other attribute colors you may have set in the Options menu.

### hidden:

Yes formats the selected text as hidden text. If No is the proposed response, the selected text does not have hidden text format. If you select No, hidden text format is removed from the text.

To view hidden text, select Yes in the "show hidden text" field of the Options command. To print hidden text, select Yes in the "hidden text" field of the Print Options command.

# Format Division

```
FORMAT DIVISION: Margins Page-numbers Layout line-Numbers
```

Used to view and define page formatting for a division. A division is a section of a document. The pages in a division all have the same page format.

For information about adding divisions to a document and formatting divisions, see Chapter 9, "Page Formatting," in *Using Microsoft Word*.

# Format Division Layout

```
FORMAT DIVISION LAYOUT footnotes:(Same-page)End
       number of columns: 1   space between columns: 0.5"
       division break:(Page)Continuous Column Even Odd
```

Used to control where footnotes and annotations print in a division, to format a page to print newspaper-style columns, and to control how pages and columns break during printing.

## Command Fields

### footnotes:

| | |
|---|---|
| Same-page | Prints footnotes and annotations on the page with their reference marks. For multiple columns, prints footnotes in same column as reference mark. |
| End | Prints footnotes at the end of the division. |

### number of columns:

Number of columns per page.

### space between columns:

Measurement between columns.

### division break:

Where the new division format takes effect.

| | |
|---|---|
| Page | Starts a new page. |
| Continuous | Starts the next division on the same page as the end of the previous division. If the new division has different margins or page size, these take effect on the next page. If there are multiple columns in the previous division, Word evens the columns above the division mark so that the bottoms of the columns all end on the same horizontal line, then fills out the page below the division mark with the number of columns specified for the new division. |
| Column | Word breaks a column of text at the division mark. Word begins printing text after the division mark at the top of the next column. If the division mark is in the rightmost column of the page, text starts at the beginning of the first column on the next page. |
| Even | Starts on an even-numbered page (leaves a blank page if necessary). |
| Odd | Starts on an odd-numbered page (leaves a blank page if necessary). |

## Format Division line-Numbers

```
FORMAT DIVISION LINE-NUMBERS: Yes(No)      from text: 0.4"
    restart at:(Page)Division Continuous   increments: 1
```

Used to control the printing of line numbers in the left margin of the document. Top and bottom margins, running heads, and footnotes are ignored.

## Command Fields

### LINE-NUMBERS:

Yes starts line numbering. No turns it off.

### from text:

The default is 0.4 inch. If there is not enough room to print the entire line number, the line number is cut off.

### restart at:

| | |
|---|---|
| Page | Restarts numbering at 1 on every page. |
| Division | Numbering is continuous within the division and starts at 1 for each division. |
| Continuous | Numbering is continuous and consecutive throughout the entire document. |

### increments:

The increment of line numbers to print. For example, if the increment is set to "5," only numbers "5, 10, 15, 20," and so forth, will be printed.

## Format Division Margins

```
FORMAT DIVISION MARGINS
      top: 1"                  bottom: 1"
      left: 1.25"              right: 1.25"
      page length: 11"         width: 8.5"      gutter margin: 0"
      running-head position from top: 0.5"      from bottom: 0.5"
      mirror margins: Yes(No)
```

Used to control the size of the text area when you print and to tell Word the size of your printer paper. You can also control the vertical position of running-head text with the Format Division Margins command. For more information about running heads and adjusting the printing position of a running head, see Chapter 9, "Page Formatting," in *Using Microsoft Word*.

### Command Fields

#### top:

Measurement is from the top of the page to the top of the first line of document text.

#### bottom:

Measurement is from the bottom of the page to the base of the bottom line of document text.

#### left:

Measurement is from the left edge of the page to the left edge of the document text with zero left indent.

#### right:

Measurement is from the right edge of the page to the right edge of a full line of document text with zero right indent.

#### page length:

Measurement of page length can be in inches, points, or lines (22-inch maximum).

#### width:

Measurement of page width can be in any unit except lines (22-inch maximum).

#### gutter margin:

Measurement increases inside margin (for binding, for example).

### running-head position from top:

Measurement is from the top of the page to the top of the first line of the running head. Used for a running head that prints at the top of the page.

### from bottom:

Measurement is from the bottom of the page to the top of the first line of the running head. Used for a running head that prints at the bottom of a page.

### mirror margins:

Yes mirrors the left and right margins for odd and even pages. The values you specify for left and right margins are applied to odd pages and reversed for even pages. Use this when you want the outside and inside margins to be the same ("mirror" each other) on facing pages.

## Format Division Page-numbers

```
FORMAT DIVISION page-numbers: Yes(No)   from top: 0.5"    from left: 7.25"
      numbering:(Continuous)Start       at:           number format:(1)I i A a
```

Used to add page numbers to a division, to assign a number format, and to control where page numbers print.

## Command Fields

### PAGE-NUMBERS:

Yes tells Word to print page numbers according to the following five command fields. The first page of a division is numbered. For information about how to include page numbers in running heads, see Chapter 9, "Page Formatting," in *Using Microsoft Word*.

### from top:

Measurement is from the top of the page to the top of the page number.

### from left:

Measurement is from the left edge of the page to the left edge of the page number.

### numbering:

| | |
|---|---|
| Continuous | Continues from the last page number of the previous division. |
| Start | Page numbers for the selected division start with the number entered in the "at" field. |

### at:

The number for the first page of a division.

### number format:

Word prints the page number in any one of the following formats:

| | |
|---|---|
| 1 | Arabic numerals (1, 2, 3, 4, . . .) |
| I | Roman uppercase numerals (I, II, III, IV, . . .) |
| i | Roman lowercase numerals (i, ii, iii, iv, . . .) |
| A | Uppercase letters (A, B, C, D, . . .) |
| a | Lowercase letters (a, b, c, d, . . .) |

***Note*** The "numbering," "at," and "number format," fields also control page numbers produced by the *page* glossary entry if used as a running head.

## Format Paragraph

```
FORMAT PARAGRAPH alignment:(Left)Centered Right Justified
     left indent: 0"          first line: 0"          right indent: 0"
     line spacing: 1 li       space before: 0 li      space after: 0 li
     keep together: Yes(No)   keep follow: Yes(No)    side by side: Yes(No)
```

Used to view and define paragraph formatting.

Command fields that control vertical spacing ("line spacing," "space before," and "space after") always show the unit of measure for the proposed response as lines. Specify points by adding the abbreviation "pt" to the number. Lines are 12 points or 1/6-inch (6 lines per inch) high. The response "1 li" means single spacing for standard 12-point characters.

### Command Fields

#### alignment:

| | |
|---|---|
| Left | Lines are aligned at left indent; right ends of lines are not aligned. |
| Centered | Lines are centered between left and right indents. |
| Right | Lines are aligned at right indent; left ends of lines are not aligned. |
| Justified | Lines are aligned at both left and right indents; space is added between words as needed. |

#### left indent:

The measurement for space between left margin and left edge of text. For multiple-column text, the measurement is the space between the left-column margin and the left edge of the text. This must always be a positive measurement; negative measurements are ignored.

### first line:

The measurement for space from the paragraph's left edge or indent to the first line's left indent. A positive measurement indents the first line. A negative measurement extends the first line to the left beyond the left indent.

### right indent:

The measurement for space between the right margin and the right edge of text. A positive measurement indents the paragraph. A negative measurement extends the paragraph into the right margin.

### line spacing:

The measurement of the distance from the baseline of a line of type to the baseline of the line above. Response can be in number of points (pt), number of lines (li), or Auto, for automatic spacing.

Using a point measurement gives you precise control over line spacing. Normally, the number of points entered here will be equal to, or slightly larger than, the number of points used for font size.

With a line measurement, "1 li" equals 12 points (single spacing for a standard 12-point font size); "2 li" equals 24 points (double spacing for a 12-point font size). To double-space an entire document containing text with a 12-point font size, you would select the entire document and set this field to "2 li."

Auto automatically sets line spacing to accommodate the largest font size within a line. For example, if you mix an 18-point font size with a 12-point font size in the same line, Auto will set line spacing for that line to 18 points. Auto is recommended whenever you mix font sizes in the same document.

### space before:

The measurement for space between the previous paragraph and the selected paragraph. For side-by-side paragraphs, "space before" for each paragraph in a horizontal set controls the vertical position of that paragraph.

### space after:

Measurement for space between the selected paragraph and the following paragraph. If a measurement is added both here and in the "space before" field, the space between the two paragraphs is the sum of the two measurements. To avoid this, use only the "space before" field.

### keep together:

Yes prevents a page break or column break within the selected paragraph.

### keep follow:

Yes prints the last two lines of the paragraph on the same page or in the same column as the first two lines.

### side by side:

Yes prints paragraphs in side-by-side format. The horizontal position of a paragraph on a page is controlled by the size of the left indent.

| If left indent is | Word prints the paragraph |
|---|---|
| Larger than previous paragraph's | To the right of the previous paragraph |
| The same as previous paragraph's | Below the previous paragraph |
| Smaller than previous paragraph's | Indented as specified, below the last line of the longest paragraph in the previous set of side-by-side paragraphs |

# Format pOsition

```
FORMAT POSITION
      horizontal frame position: Left        relative to:(Column)Margins Page
      vertical frame position: Normal        relative to:(Margins)Page
      frame width: Single Column             distance from text: 0.167"
```

Used to anchor a paragraph frame at a specified position on the page, forcing surrounding text to flow around the frame at a distance you specify. For example, a paragraph frame could be positioned in the center of the page with one-half inch of white space between it and the surrounding text.

You can view the positioned frame in place in show layout and print preview. In regular text entry mode, the paragraph is shown as a normal paragraph, in line with other paragraphs in the text.

## Command Fields

### horizontal frame position:

Specifies the horizontal alignment for a frame.

You can align frames left, center, right, outside, or inside relative to a column, the area between the margins, or the entire page.

"Outside" means frames are aligned toward the outside on facing pages of a bound document. "Inside" means frames are aligned toward the inside on facing pages, the reverse of outside. On even (left) pages, frames are left-aligned within the column, between the margins, or on the page. On odd (right) pages, frames are right-aligned within the column, between the margins, or on the page.

In addition to the above choices, you can enter an arbitrary distance between the left edge of the frame and the left edge of the page, the left edge of the column, or the left margin.

### relative to:

Specifies the area within which to horizontally position a frame — the entire page, the area between the margins, or the column in which the frame is positioned.

### vertical frame position:

Specifies the vertical alignment for a frame.

You can align frames top, center, or bottom relative to the area between the margins or the entire page.

You can also enter an arbitrary distance between the top of the page or top margin and the top of the frame.

### relative to:

Specifies the area within which to vertically position a frame — the entire page or the area between the top and bottom margins.

### frame width:

You can type a measurement for frame width or, if you're using multiple columns, press F1 to choose single- or double-column widths that Word precalculates.

The default width is one column. For a one-column page, the frame stretches margin to margin. For a multicolumn page, the frame matches the width of a single column.

When you specify a frame width for a paragraph of text, the text wraps within the frame. Any indents you may have set for the paragraph are maintained within the frame.

Frame width does not affect the size of an imported graphic. If the graphic is larger than the frame width you specified, the graphic extends beyond the frame borders, where it may be overlapped by text that would normally occupy the area. You set the size of a graphic object when you import it with the Library Link Graphics command.

The frame height is automatically set to include a graphic or text paragraph and any paragraph properties that add vertical height (border, space before, or space after).

### distance from text:

Word's default measurement in the "distance from text" field is 1/6 inch (.16). This means that Word automatically adds 1/6 inch of white space between a positioned frame and surrounding text. You can add to this by entering a measurement for the space you want in the "distance from text" field.

## Format Tab

```
FORMAT TAB: Set Clear Reset-all
```

Used to set and clear tab stops. The ruler appears in the top window border for the Format Tab Set and Format Tab Clear commands. For information on setting, moving, and clearing tab stops, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

# Format Tab Clear

```
FORMAT TAB CLEAR position:
```

Used to clear tab stops. You can also clear tab stops with Format Tab Set.

## Command Field

### position:

The measurements for the positions of the tab stops you want to clear. Tab stop positions are measured in units (e.g., inches or centimeters) rather than in columns or characters. Multiple stops can be specified with a comma used to separate each stop.

You can also press F1 and then use the UP or DOWN keys to move to an existing tab position. Type a comma to add this tab position to the list.

# Format Tab Reset-all

Used to clear all tab stops at once. No confirmation message. Default tab stops remain in effect.

# Format Tab Set

```
FORMAT TAB SET position:
      alignment:(Left)Center Right Decimal Vertical   leader char:(Blank). - _
```

Used to view, set, move, and clear tab stops. You can also clear tab stops with the Format Tab Clear command.

You can set, delete, or move tabs without using the Format Tab Set command by pressing ALT+F1 and positioning the highlight on the ruler with the direction keys. The "position" field displays the tab position as you move the highlight. This method requires the "show ruler" field of the Options command to be set to Yes.

You can also set tabs without using the Format Tab Set command by using the mouse and clicking on the ruler that appears in the top window border. The left mouse button sets tab stops on the ruler. The right mouse button moves (resets) indents and tab stops. This method requires the "show ruler" field of the Options command to be set to Yes.

When you set a custom tab stop, all default tabs to the left of it are ignored.

For more information on setting tabs with the mouse, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

## Command Fields

### position:

When the "measure" field of the Options command is set to inches, centimeters, or 10-pitch, each mark on the ruler equals the width of one 10-pitch character. When the "measure" field is set to points or 12-pitch, each mark on the ruler equals the width of one 12-pitch character.

### alignment:

Arranges text between tab stops as follows:

| | |
|---|---|
| Left | Left-aligned at tab stop. |
| Center | Centered relative to tab stop. |
| Right | Right-aligned at tab stop if there is sufficient room to the left of tab stop. |
| Decimal | Decimal point is aligned with tab stop. If text contains no decimal point, it is right-aligned. |
| Vertical | A vertical bar is drawn at this position. |

### leader char:

| | |
|---|---|
| Blank | Tab is printed blank. |
| . (dot) | Tab is printed filled with dots. |
| – (hyphen) | Tab is printed filled with hyphens. |
| _ (underscore) | Tab is printed filled with underscores. |

You can set tabs with Format Tab Set or by pressing ALT+F1 and positioning the highlight on the ruler with the direction keys. The "position" field displays the tab position as you move the highlight. You may also click on the desired spot with the left mouse button. Leader characters do not apply to vertical tabs.

For more information on tabs, see Chapter 11, "Tabs and Tables," in *Using Microsoft Word*.

# Help

```
HELP: Exit Next Previous Basics
      Index Tutorial Keyboard Mouse
```

Provides quick reference information or lessons on Word procedures. For more information, see Help in the section "Edit Menu Commands," earlier in this chapter.

# Insert

```
INSERT key code: {}                    usage:(Character)Paragraph Division
       variant: 1                      remark:
```

Used to insert a new style in front of the selected style.

You can insert styles deleted or copied to the scrap, or you can insert a new style.

## Command Fields

### key code:

One or two alphanumeric characters. Some characters are not valid as the first character. If you type a character that is not valid, Word displays a message telling you the key code is invalid.

| | |
|---|---|
| Paragraph | To insert a paragraph style. |
| Division | To insert a division (page) style. |

### variant:

The proposed response is the next unused variant number. A number from 1 to the maximum number of variants for the usage is accepted.

You can also view a list of variants by pressing F1. The list includes automatic variants for the usage and all the numbered variants. Following each variant that has a style inserted, Word shows the key code in parentheses. Empty parentheses mean the style is in use, but no key code is assigned.

Word applies automatic variants to documents that a style sheet has been attached to; you don't have to apply the styles specifically. If you choose a usage-variant combination that you've already inserted in the Gallery, Word beeps and displays a message telling you that the style is already defined.

Choose a different variant.

There are 125 variant combinations. The names represent the automatic styles; the numbers represent styles you distinguish yourself.

| Usage | Variants |
|---|---|
| Character | Page number<br>Footnote ref<br>Annotation ref<br>Line number<br>Summary Info (Document summary sheet)<br>Line draw<br>1-23 (numbers you can assign) |

| Usage | Variants |
|---|---|
| Paragraph | Standard<br>Footnote<br>Annotation<br>Running head<br>Heading levels 1-7<br>Index levels 1-4<br>Table levels 1-4<br>1-55 (numbers you can assign) |
| Division | Standard<br>1-21 (numbers you can assign) |

### remark:

A comment to yourself. It can be up to 28 characters.

# Name

```
NAME key code:                variant: 1
      remark:
```

Used to change the key code, variant, or remark of a style. It cannot be used to change the usage.

## Command Fields

### key code:

Used to prevent access to the speed formatting keys. If you choose a key code that you've already inserted on the style sheet in the Gallery, Word beeps and displays a message which tells you that the key codes conflict.

Choose a different key code.

### variant:

The proposed response is the next unused variant number. A number from 1 to the maximum number of variants for the usage is accepted.

You can also choose a variant from the list by pressing F1. The list includes the automatic variants for the usage and all numbered variants. Following each variant that has a style inserted, Word shows the key code in parentheses. Empty parentheses mean the style is in use, but no key code is assigned.

Word applies automatic variants to documents that a style sheet has been attached to; you don't have to apply the styles specifically. If you choose a usage-variant combination that you've already inserted on the style sheet in the Gallery, Word beeps and displays a message which tells you that the key codes conflict.

Choose a different variant.

### remark:

A comment to yourself. It can be up to 28 characters.

## Print

```
PRINT:
```

Used to print the style sheet in the Gallery.

## Transfer

```
TRANSFER: Load Save Clear Delete Merge Options
```

Used to manage style sheets and their files. Affects only style sheet files. For information on filenames, see Chapter 13, "Storing Documents," in *Using Microsoft Word,* and the Transfer command in the section "Edit Menu Commands," earlier in this chapter.

## Transfer Clear

```
TRANSFER CLEAR:
```

Used to clear the Gallery.

If the style sheet contains unsaved changes, Word displays a message which asks you to either save the changes to the style sheet, lose them, or cancel the command.

## Transfer Delete

```
TRANSFER DELETE filename:
```

Used to delete a file from a disk. Useful for making room for new files on a full disk. You can delete only files that are not currently open.

### Command Field

#### filename:

A filename and its extension are required. Press F1 to see a list of all files on your current disk or directory.

# Transfer Load

```
TRANSFER LOAD style sheet name:                    read only: Yes(No)
```

Used to load a style sheet.

## Command Fields

### style sheet name:

Press F1 to see a list of those style sheet names with the extension .STY. For information about filenames, see Chapter 13, "Storing Documents," in *Using Microsoft Word*, and the Transfer command in the section "Edit Menu Commands," earlier in this chapter.

If Word cannot find the file, Word displays a message which tells you to press Y to create a style sheet.

You can confirm or cancel the creation of a new style sheet.

### read only:

| | |
|---|---|
| Yes | You can edit the style sheet, but you must save it under a different name. |
| No | You can edit and save revisions under the same filename. |

# Transfer Merge

```
TRANSFER MERGE style sheet name:
```

Used to combine two style sheets.

Merged styles are inserted in front of the highlight. Any conflicts between key codes and usage-variant combinations are ignored until you choose the Transfer Save or Exit commands. Then, Word displays a message which tells you that the style is already defined or that the key codes conflict.

## Command Field

### style sheet name:

Press F1 to see a list of those style sheet names with the extension .STY. For information about filenames, see Chapter 13, "Storing Documents," in *Using Microsoft Word*, and the Transfer command in the section "Edit Menu Commands," earlier in this chapter.

If Word cannot find the file, Word displays a message which tells you the file is not valid.

# Transfer Options

```
TRANSFER OPTIONS setup:
```

Used to view or change the document drive setting. This command affects document transfer as well as style sheet transfer. It has the same effect as the Transfer Options command in the Edit menu.

The drive and path are the default settings for the session until changed.

For floppy disk systems, Word uses drive B as the document drive.

For systems with a hard disk, Word uses the current directory as the document directory.

## Command Field

### setup:

The drive or directory pathname.

# Transfer Rename

```
TRANSFER RENAME style sheet name:
```

Used to rename the style sheet in the Gallery. The new style sheet name appears in the lower right-hand corner of the active window.

## Command Field

### style sheet name:

The proposed response includes a drive designation and pathname. If you don't specify the drive and path, Word uses the drive and path shown in the Transfer Options command. If the new name you enter is the name of a style sheet on the current disk, Word cancels the command and displays a message which tells you the file cannot be renamed.

# Transfer Save

```
TRANSFER SAVE style sheet name:
```

Used to save a style sheet.

After the style sheet is saved, Word displays the total number of ASCII (alphanumeric, tab, and carriage return) characters in the style sheet and the total number of bytes free on the disk. After the save is finished, you can continue to revise. If a style sheet is saved with the same filename on the disk or directory used to load it, the old version of the style sheet is retained as a backup file with the extension .BAK.

## Command Field

### style sheet name:

The proposed response includes the drive designation and pathname. If you don't specify the drive and path, Word uses the drive and path shown in the Transfer Options command. If you give no extension, .STY is supplied automatically.

If you enter the name of another style sheet on the disk, Word displays a message which asks you to either create a new name or cancel the command. If you enter a new name, Word stores the style sheet under the new name and displays the new name in the lower right-hand corner of the window. The earlier version of the style sheet still exists under its original name with the extension .BAK.

# Undo

Used to reverse the latest revision, including Undo itself. If no editing changes have been made, Word displays a message telling you that there is no edit to undo.

**Undo can reverse these commands**

Copy
Delete
Format
Insert
Name
Transfer Merge
Undo

**Undo cannot reverse these commands**

Exit (choose Gallery to return to style sheet)
Help (choose Exit to return to style sheet)
Print
Transfer commands (except Transfer Merge)

The exact effect of Undo depends on the most recent editing change, as explained in the following table:

| Last change | Effect on document |
|---|---|
| Merging with Transfer Merge | The merged styles are removed. |
| Inserting a style | The style is removed from the style sheet. |
| Changing a style's name with the Name command | The name changes back. |
| Undoing a change | Undo is reversed. The change is restored. |

# 2 Messages

This chapter alphabetically lists the messages that may appear in the message line while you are working with Microsoft Word. The probable cause of each message is given, followed by a description of actions you can take, if appropriate.

Some messages may say ". . . select from list." To see a list of options for the situation, press F1, use the direction keys to highlight the response you want, then press ENTER.

***Note*** New messages may have been added after this book was printed. Any new messages will be listed in the file README.DOC. You can find this file in your Word program directory or on the Word Utilities disk 1. Also, when you see *filename* in a message line, it is a placeholder for the name of one of your files.

### About to backup changes with autosave. Enter Y to backup or Esc to cancel

*This message appears when Word is ready to back up any changes you've made to open files. The message appears only if you had listed an interval in the "autosave" field of the Options command, and set the "autosave confirm" field to Yes.*

Press Y to allow Word to back up the files.

Press ESCAPE to cancel this backup.

To have autosave backups occur without displaying this message, set the "autosave confirm" field of the Options command to No.

### Access to this file required. Enter Y to retry or Q to quit Word and lose changes

*You pressed ESCAPE in response to the message: "Enter Y to retry access to* filename.*" Word cannot continue without this file.*

Press Y if you think you've corrected the problem by changing or properly inserting a disk.

If the problem is a physical disk problem or disk error, press Q to quit Word.

### Autosave backup files exist. Enter Y to recover files or Esc to ignore.

*You encountered a system failure or restarted (rebooted) your computer before quitting Word, while the autosave feature was active.*

Press Y to recover the files as of the last time an autosave backup occurred.

Press ESCAPE to ignore the message. If you choose to ignore the message, the backup files are retained, and this message will appear the next time you start Word.

### Bad command or file name

*You chose the Library Run command, but the operating system cannot find the program or command that you typed.*

Check your typing and retype correctly.

If you have a floppy disk system, make sure that COMMAND.COM is on the disk.

Check the disk for the program or command you want to run. Insert the correct disk, if necessary.

You might have typed an incorrect path to the program or command. Reenter the program or command.

### (xxxxxxx) bytes free

*This message reports the total number of bytes available on the floppy or hard disk. This message may appear alone, or appended to other messages after you run the Transfer Load, Transfer Save, or Transfer Options command.*

Use this information to decide if it is time to switch to a new disk or make room on the floppy or hard disk.

### Cannot add to document dictionary. Document has no name

*You asked the Library Spell command to create a document dictionary, but the document has no name. Or, you tried to add a word to the document dictionary.*

Return to Word, save the document, then return to Library Spell.

### Cannot add word to read-only dictionary

*You are trying to add a word to a dictionary that is read-only.*

Choose another dictionary and add the word to it.

### Cannot delete file

*The file is still open.*

To close the file, first choose the Transfer Close Window or Transfer Close All and then Transfer Delete command.

*You entered a filename that is not on the disk.*

Check the disk directory for the file and correct the filename.

*The disk is write-protected, or the directory is read-only.*

Remove the write-protect tab from the disk if you wish to delete the file, or change the directory read-only status.

### Cannot find any links to update

*You attempted to run the Library Link command without specifying a filename in the "filename" field, and Word cannot find any* .L. *codes in the selection.*

Make sure to select all the starting *.L.* codes for areas you want to update. If you want to import data from a new file, enter the filename and area in the appropriate fields.

### Cannot find standard dictionary

*You started the Spell program, but Spell cannot find the standard (main) dictionary file, SPELL-AM.LEX, on the Spell disk or in the Spell directory.*

If you have a hard disk, copy SPELL-AM.LEX from your original Spell disk to the directory specified in the "speller path" field of the Options command on the Word Edit menu.

Make sure you have copied SPELL-AM.LEX from the original Spell disk to your working copy.

### Cannot have text or date field in math expression

*While running a macro or the Print Merge command, you attempted to perform a math operation with a field that is actually a text or date string.*

Math expressions can contain only math operators and numbers. Edit the expression.

### Cannot link graphic *filenames*. Word is unable to process information in files

*Word is unable to process information in file. You have selected a graphics file to import in the Library Link Graphics command, but Word is having trouble importing the file. The file contains code that Word does not expect.*

Try again with a different graphics file.

### Cannot merge to an open file

*You attempted to print merge to a document that is currently open in Word.*

Close the open document.

### Cannot move text into itself

*You attempted to move or copy the selection to a destination within the selection.*

Select another destination.

### Cannot nest more than 3 REPEAT instructions

*Your macro has more than three nested REPEAT instructions.*

Reduce the number of nested REPEAT instructions to three or fewer.

### Cannot nest more than 3 WHILE instructions

*Your macro has more than three nested WHILE instructions.*

Reduce the number of nested WHILE instructions to three or fewer.

### Cannot nest more than 16 macros

*You nested more than 16 macros.*

Reduce the number of nested macros to 16 or fewer.

### Cannot nest more than 64 INCLUDE files. Merge aborted

*You created a chain of more than 64 files with INCLUDE statements.*

Reduce the chain to 64 or fewer files with INCLUDE statements.

### Cannot open more than 8 windows

*You attempted to open one more window than Word allows (the limit is eight).*

Close one of the existing windows before attempting to open a new one.

### Cannot recover autosave files

*You pressed Y in response to the message, "Autosave backup files exist. Enter Y to recover files, or* ESCAPE *to ignore," but Word is unable to restore the files.*

If a system failure occurred at the same time the autosave feature was backing up files, the files might have been damaged. You will not be able to restore the files. Or, you saved files of your own using one or more of the autosave extensions (.SVD, .SVS, or .SVG) in the Word program directory—move them to another directory.

### Cannot rename file

*There is already a file or directory with that name.*

Choose another name for the document.

*The filename is not a legal name.*

Choose another name for the document.

*The disk is write-protected or the directory is read only.*

Remove the write-protect tab from the disk or change the directory read-only status.

### Cannot split a zoomed window

*You attempted to split a zoomed window.*

To unzoom the window, press CONTROL+F1 or click the right mouse button on the current window number.

### Cannot switch between display modes

*You tried to switch display modes by pressing* ALT+F9 *or by choosing an option in the "display mode" field of the Options command. Your computer does not have enough available memory to support the new display mode, or you copied Word from another machine and the copied video choices don't work for the new machine.*

If you think you're short of memory, choose the Transfer Clear All command. Word prompts you to save any open documents, style sheets, or glossaries.

If you've copied Word to a new machine, run the Setup program again to prepare Word for use with the new machine.

### Cannot use chevrons with Boolean variable in expression

*You've written a macro, and an expression in the macro contains a reserved variable of the Boolean type (such as* found, *surrounded by chevrons).*

Edit the macro and remove the chevrons. It is not necessary to place chevrons around a variable name in a macro expression; in the case of Boolean variables, it is not allowed. Chevrons must surround the entire expression, however.

For more information on macros, see Chapter 24, "Macros," in *Using Microsoft Word.*

### Cannot use destination document in INCLUDE instruction

*You tried to carry out the Print Merge Document command, and the document you want to print to is also named as a document to include. You can't overwrite an include document.*

In the "filename" field of Print Merge Document, name the document you want to print to.

### Cannot write to read-only file

*You attempted to save changes to a read-only file.*

You can save your changes by giving the file a different name or by saving it on another disk or directory.

### Cannot write to read-only or open file

*You attempted to save changes to a read-only file, or to a file loaded and currently in use by another user on your network.*

You can save your changes by giving the file a different name, or by saving it on another disk or directory.

### xxxx characters

*This message reports the total number of characters in the document after you use the Transfer Load or Transfer Save command.*

Use this information to determine the length of the document. Note that this number is different from the operating system file size which also counts the formatting information.

### xxxx characters (xxxxxxx bytes free)

*When you ask for a list of filenames or carry out the Transfer Save or Transfer Load command, this message reports the total number of characters in the document. If you are working from a document disk, Word also reports the total number of bytes available on the disk.*

Use this information to determine the length of the document and to decide if it is time to switch to a new disk.

### Checking dictionaries. . .

*You chose the Library Spell Correct command. Spell is checking a list of possible corrections.*

Wait until the list of possible corrections appears in the lookup window, then select the correction you want or type your own correction.

### Checking document. . .

*You chose the Library Spell command. Spell is checking the words in the document against the words in the standard, user, and document dictionaries.*

Wait for Spell to find the next word to be corrected.

### Command field must be filled in

*You left a field blank that requires a response.*

Fill in the field, then retry the command.

### Conflicting types in IF statement

*One side of a comparison is not the same type as the other. For example, you may be trying to evaluate "abc > 4/1/87."*

Rewrite the comparison so that both sides are the same type.

### DATA cannot follow SET or ASK

*The Print Merge command does not permit a DATA instruction after a SET or an ASK instruction.*

Press ESCAPE to cancel Print Merge, then move the DATA instruction above any SET or ASK instructions.

### Dictionary does not exist. Enter Y to create, or Esc to cancel

*You tried to use a document dictionary that doesn't exist.*

Spell asks you if you want to create the dictionary.

Press Y to create the dictionary.

Press ESCAPE to cancel.

### Dictionary is locked by another user or application

*You tried to load a dictionary that is being used by another user or application. You may encounter this situation in a network environment.*

Wait until the user is finished with the dictionary.

### Disk error

*The operating system informed Word of a serious error in the disk.*

Check the disk for a write-protect tab and remove it if you wish to write to the disk. Reinsert the disk and retry the command.

Make sure the disk is formatted. Check with the CHKDSK command.

or

Try a new, formatted disk.

### Document disk full

*You tried to save your document, but the document disk doesn't have enough space left to store the whole document.*

1. Choose **T**ransfer **S**ave.
2. Replace the document disk with another formatted disk that has enough space left to store the document.
3. Type the filename (if the one you want is not proposed), then press ENTER.
4. Exchange disks when Word displays the message: "Enter Y to retry access to *filename*," then press Y.

   Repeat this step until the operation is completed.

### Edit document or press Esc to use menu

*Word is ready for you to enter text.*

Type text or press ESCAPE to choose a command.

### ENDCOMMENT without COMMENT

*You were executing a macro with a ENDCOMMENT, but there was no matching COMMENT.*

Edit the macro to include the matching COMMENT.

### ENDIF or ELSE without IF

*The document contains an ENDIF or ELSE instruction without a matching, preceding IF instruction.*

Press ESCAPE to cancel the Print Merge command. Move the IF instruction before the ENDIF and ELSE instructions or add an IF instruction before the text to be inserted conditionally.

### Endmark cannot be edited

*You attempted an editing command while the endmark was the only thing selected.*

Select other text and retry the command.

If the document contains no text, enter text, then select it and retry the command.

### End of index not found. Need hidden .End Index.

*You chose the Library Index command, and already have an index. Word cannot find the end of the index.*

Add the line *.End Index.* (formatted as hidden text) at the end of the index.

### End of Macro

*The macro ran successfully.*

### End of table not found; need hidden .End Table.

*You chose the Library Table command, and already have a table. Word cannot find the end of the table.*

Add the line *.End Table.* (formatted as hidden text) at the end of the table.

### ENDREPEAT without REPEAT

*You were executing a macro with an ENDREPEAT, but there was no matching REPEAT.*

Edit the macro to include the matching REPEAT.

### ENDWHILE without WHILE

*You were executing a macro with an ENDWHILE, but there was no matching WHILE.*

Edit the macro to include the matching WHILE.

### Enter a line draw character or select from list

*You are at the "linedraw character" field of the Options command. Word prompts you for the character to use for line drawing.*

Enter the character to use or press F1 and select from the list of available line draw characters.

### Enter cell range or named area

*You are in the "area" field of the Library Link Spreadsheet command.*

Enter a range of cells or a named area.

### Enter character style variant or press F1 to select from list

*The "character" field of the Format Stylesheet command requires the name of a character style variant.*

Type the name of the character style variant or press F1 to select from list.

### Enter correction (and press F1 for lookup) or select from list

*You chose the Library Spell Correct command.*

Press a direction key to select a correction from the list.

or

Type your own correction.

### Enter date

*You are in the "revision date" or "creation date" field of the summary sheet of the Transfer Save command.*

Type a date in the "date format" field of the Options command. You can separate the parts of the date with a hyphen (-), slash (/), or period (.).

### Enter display levels from 1 to 7

*You pressed CONTROL+PLUS (numeric keypad) to specify the number of levels to display in outline view.*

Enter the number of levels to display.

### Enter division style variant or press F1 to select from list

*You chose the Format Stylesheet Division command, and Word requires the name of a division style.*

Type the name of the division style you want.

or

Press F1 and select from the list of available division styles.

### Enter document version number

*You are in the "version number" field of Library Document-retrieval Update.*

Enter a new version number for the document.

### Enter DOS or OS/2 command

*You chose the Library Run command. Word is waiting for you to type an operating system command and press ENTER.*

Type an operating system command, which can include disk drive or directory designations and any legal command line switches, then press ENTER.

or

Type *command* to generate a new DOS shell, or *cmd* to generate a new OS/2 shell. You can then run as many commands as you like. Type *exit* to return to Word.

**Enter** *filename*
*You asked Word to store a document, style sheet, or glossary in a file.*
Type a filename.

**Enter** *filename* **or press F1 to select from list**
*The field requires the name of the file to retrieve.*
Type a filename.

or

Press F1 and select from the list of filenames.

**Enter font name or press F1 to select from list**
*The "font name" field of the Format Character command requires the name of a font.*
Type the name of the font you want.

or

Press F1 and select from the list of available fonts for the selected driver and model.

**Enter font size in points or press F1 to select from list**
*The "font size" field of the Format Character command requires a font size in points.*
Enter the font size you want (for example, 12).

or

Press F1 and select from the list of available sizes for the selected font name.

**Enter full** *filename* **or press F1 to select from list**
*You are in the "filename" field of the Library Document-retrieval Update or Library Document-retrieval Load command.*
Type the drive, directory, and filename for the document whose summary sheet you want to update or load.

**Enter glossary name or press F1 to select from list**
*The Insert, Copy, or Delete command (Edit menu) requires the name of a glossary.*
Type the glossary name you want to use.

or

Press F1 and select from the list of available glossary names.

or

Press RETURN to use the scrap.

### Enter glossary names separated by commas or leave blank to clear all

*You chose the Transfer Glossary Clear command, and you are being asked to tell Word which glossary names you wish to clear.*

Type the glossary names you wish to clear, separated by commas.

or

Press F1 and select from the list of glossary names.

or

Type a comma to add to the list.

### Enter graphics file format or press F1 to select from list

*You just moved to the "file format" field of the Library Link Graphics command and Word prompts you for the file format of the file which is specified in the "filename" field.*

If Word proposes a format, accept this and move to the next field or carry out the command. If the field is blank, press F1 and choose the appropriate format from those listed.

### Enter graphics resolution or press F1 to select from list

*You are in the "graphics resolution" field of the Print Options command.*

Enter the graphics resolution number. This number is printer-specific. Press F1 for a list of possible choices for your printer.

### Enter letter used for table entries

*You are in the "index code" field of the Library Table command. Word prompts you for the letter you used for table entries in the body of your text.*

Type the letter you used in the body of your text as a table command.

### Enter list of measurements

*You chose the Format Tab Clear command, and Word prompts you to enter one or more measurements.*

Type measurements for tabs you want to clear. Separate measurements with a comma if the decimal character in the "decimal character" field of the Options command is a period. Separate measurements with a semicolon if the decimal character is a comma.

### Enter measurement

*The command field requires a measurement.*

The measurement you enter will be in the units you specified in the "measure" field of the Options command. To enter a different unit of measure, follow each measurement with one of the following abbreviations: *in*, *cm*, *p10*, *p12*, *pt*.

### Enter measurement in lines

*The "space before" and "space after" fields of the Format Paragraph command set spacing between paragraphs. A line is 12 points (1/6 inch).*

Type the number of lines. To enter a different unit of measure, follow the number with one of the following abbreviations: *in*, *cm*, *pt*.

**Enter measurement in lines or type** *auto*

*You are in the "line spacing" field of the Format Paragraph command. This field sets line spacing within paragraphs. A line is 12 points (1/6 inch).*

Type the number of lines. To enter a different unit of measure, follow the number with one of the following abbreviations: *in*, *cm*, *pt*.

or

Type *auto*

This instructs Word to set the line spacing to automatically match the size of the largest font size found in each line.

**Enter new name for file**

*You are using the Transfer Rename command and Word prompts you for the new filename.*

Enter the new filename.

**Enter number**

*The field takes a number (integer).*

**Enter number from 0 (slow) to 9 (fast)**

*You are in the "cursor speed" field of the Options command.*

Enter the number for the cursor speed you want, from 0 (slowest) to 9 (fastest).

**Enter number from 0 (no shading) to 100 (solid) or press F1 to select from list**

*You are in the "background shading" field of the Format Border command.*

Enter the number indicating the degree or intensity of background shading for the selected paragraphs or press F1 to select from a list of choices.

**Enter one- or two-letter key code**

*The "key code" field of the Insert or Name commands (Gallery menu) requires a one- or two-character key code for the style.*

Type a one- or two-character key code. This field may be left blank.

**Enter page number**

*You are in the "number" field of the Jump Page command.*

Enter the number of the page you want to go to. The number can be a simple number, or you can specify both a page number and a division if your document has more than one division. To enter both a page number and a division number, type the page number, then type *d* (or *D*), then type the division number (for example, 4D2).

**Enter page numbers separated by commas; use colon for range**

*In the "page numbers" field of the Print Options command, you can select the pages to print.*

Type the list of page numbers, separated by commas. Use a colon or hyphen to indicate a range; for example, type *1,3:5* to mean 1,3,4, and 5.

### Enter paper feed option or press F1 to select from list

*You are in the "paper feed" field of the Print Options command.*

Type in the paper feed method you want or press F1 for a list of choices for the selected printer and printer model.

### Enter paragraph style variant or press F1 to select from list

*The Format Stylesheet Paragraph command takes the name of a paragraph style.*

Enter the name of the paragraph style you want.

or

Press F1 and select from the list of available paragraph styles.

### Enter password

*You chose the Library Link command to link to a file that is password protected.*

Type the password that you used when saving the file.

### Enter path or press F1 to select from list

*You are in the "setup" field of the Transfer Options command or in the "speller path" field of the Options command.*

Type a drive specification or an operating system directory name. The named drive or directory in the "setup" field is the default for Word's file management activities. The named drive or directory in the "speller path" field tells Word where to find the Spell program. Or, you can press F1 to select a directory.

### Enter port name or press F1 to select from list

*The "setup" field of the Print Options command requires the name of the port to which your printer is attached.*

Press F1 and select from the list of port names.

### Enter printer name or select from list

*In Print Options, you need to enter the name of the printer you are using.*

Enter the name of the printer.

or

Press F1 and select from the list of printer names.

### Enter record numbers separated by commas; use colon for range

*You are in the "record-numbers" field of the Print Merge Options command. Word prompts you for which records to print.*

Type the list of record numbers, separated by commas. Use a colon or hyphen to indicate a range. For example, type *1,3:5* to mean 1,3,4, and 5.

### Enter search criteria

*You are filling in a field of the Library Document-retrieval Query command.*

Enter the expression (search criteria) you want Word to use when searching this field of document summary sheets.

### Enter search directories separated by commas or press F1 to select from list

*You are in the "path" field of the Library Document-retrieval Query command. Word prompts you for the directories and files to use in a document search.*

Type the names of search directories or files, separated by commas. For example, *c:*.doc,d:\memos\jodi.doc*

or

Press F1 to select directories.

or

Type a comma to add to the list.

### Enter second character of key code. For speed key, start over with Alt+x

*You pressed ALT+ and a character to apply a style to selected text, or you pressed ALT+ to apply a speed format to selected text.*

Press the second character of the style or the key that applies the format you want.

*You have a style sheet attached to your document and pressed ALT+ and a speed formatting key. Word displays this message rather than applying the format.*

You need to press ALT+X, then the speed formatting key when a style sheet is attached.

### Enter text

*The command field requires a text response.*

Type the text.

### Enter text. Press Enter when done

*You have an ASK or SET statement in a Print Merge main document or in a macro. Word prompts you to enter your response.*

Type the data you want to add to the current copy of the form document or to include in the macro.

### Enter variant or press F1 to select from list

*The "variant" field of the Insert or Name command in the Gallery menu requires the name of a variant.*

Enter the name of the variant you want.

or

Press F1 and select from the list of available variant names.

### Enter Y after mounting *font name*

*Word is printing a document on an impact printer and has come to a font change. This message also appears before Word starts printing on an impact printer.*

Change the print wheel, if appropriate, and press Y to restart printing.

### Enter Y to attach new style sheet, N to keep old one, or Esc to cancel

*In the gallery, you loaded a style sheet not attached to the current document, made changes to it, and tried to exit the gallery.*

Press Y to attach the style sheet to the document.

Press N if you want to keep the old one.

Press ESCAPE to cancel.

### Enter Y to cancel printing

*You chose the Quit command, and there is queued printing remaining.*

Press Y to cancel the remaining printing.

or

Press ESCAPE to cancel Quit and finish the queued printing.

### Enter Y to clear glossary names

*You chose the Transfer Glossary Clear command.*

If you no longer want the glossary entries, press Y.

Press ESCAPE to cancel the command. Choose the Transfer Glossary Save command to save them.

### Enter Y to confirm deletion of bookmark(s)

*You selected bookmarked text, chose the Format bookmarK command, and left the "name" field blank.*

Press Y to delete the bookmark(s) attached to the selected text. The text itself will not be deleted.

Press ESCAPE to cancel the operation.

### Enter Y to confirm deletion of file(s)

*You chose the Transfer Delete or Library Document-retrieval Delete command and Word is double-checking to make sure you want to delete the specified file.*

Press Y to delete the file.

Press N or ESCAPE to cancel.

### Enter Y to confirm loss of formatting

*In the "filename" field of the Transfer Save command, you selected the Text-only or Text-only-with-line-breaks option to save a document without its formatting.*

Make sure you want to save the document unformatted.

Press Y to proceed.

Press N or ESCAPE to cancel.

If you press Y, the document will be saved without its formatting. However, the formatted document remains unchanged in the current Word session and can be saved with formatting later.

### Enter Y to confirm or R to remove page break

*You are using the Print Repaginate command and selected Yes in the "confirm page breaks" field. Word has found a page break that you inserted yourself.*

Press Y to confirm that you want to keep the page break at the line where you inserted it.

Press R (for Remove) to delete the page break you inserted. When the page break has been deleted, Word reformats the page and proposes a new page break, which you can confirm or move.

Press ESCAPE to cancel pagination.

### Enter Y to confirm page break or use direction keys to reposition

*You chose the Print Repaginate command and set the "confirm page breaks" field to Yes. Word is proposing a page break at the highlighted character.*

Change the proposed page break or press Y to accept the page break Word proposes.

If you don't like the proposed page break, you can move it by pressing UP or DOWN; however, you cannot move the proposed page break below the original position. Press Y to confirm the new page break.

Press ESCAPE to cancel pagination.

### Enter Y to continue or Esc to cancel

*Word has paused during printing.*

You are printing on individual sheets of paper, and the printer has come to the end of a sheet.

Insert another sheet and press Y to continue printing.

*You pressed ESCAPE during printing.*

Press Y to continue printing. Press N or ESCAPE a second time to cancel printing.

*The printer is not ready.*

Prepare the printer by checking that you are on line and that the cable and power cord are securely connected. Then press Y to continue printing. Press ESCAPE to cancel.

*You pressed ESCAPE in the middle of a macro.*

Press Y to continue macro execution. Press N or ESCAPE a second time to cancel macro execution.

### Enter Y to continue spelling from top of document or Esc to exit

*Word has checked spelling from the original highlight position to the end of the document and displays this message before continuing the spell check from the top of the document.*

Enter Y if you want to continue checking spelling from the beginning of the document.

or

Press ESCAPE if you only wanted to check spelling to the document end and are ready to return to the document.

### Enter Y to download new fonts, N to skip, Esc to cancel

*You are printing a document using a printer that has downloadable fonts.*

Press Y to instruct Word to send only newly downloaded font information to the printer, then print your document.

Press A to send all downloadable font information to the printer, then print your document.

Press N to skip the entire downloading operation, but continue printing.

Press ESCAPE to cancel the print command if you did not intend to use downloadable fonts. Then choose another printer using the Print Options command and retry the Print Printer command.

### Enter Y to insert hyphen, N to skip word, or use direction keys to reposition

*You are using the Library Hyphenate command and selected Yes in the "confirm" field. Word has proposed an insertion point for an optional hyphen.*

Press Y to insert an optional hyphen and continue hyphenating. Before you press Y, you can press the UP and DOWN keys to move from one proposed insertion point to another within the word. You can press RIGHT and LEFT to move the insertion point character by character within the word.

Press N to prevent Word from inserting an optional hyphen into the word and to continue hyphenating.

Press ESCAPE to cancel hyphenation.

### Enter Y to confirm overwriting bookmark

*You selected a block of text, chose the Format bookmarK command, and entered a bookmark name you previously used to mark another block of text.*

Press Y to designate the currently highlighted text with the existing bookmark name and, at the same time, remove the bookmark designation from the other text.

Press ESCAPE to cancel the command.

### Enter Y to replace glossary entry, N to retype name, or Esc to cancel

*You attempted to copy or delete to a glossary entry, and the name you gave belongs to an existing glossary entry.*

Press Y to replace the existing entry.

Press N to enter another name for the new entry.

Press ESCAPE to cancel the command. If you get this message while in the Copy command after recording a macro, pressing ESCAPE cancels both the macro recording session and the macro.

### Enter Y to replace, N to skip and continue, or Esc to cancel

*You are using the Replace command and selected Yes in the "confirm" field. Word has located the text you are searching for.*

Press Y to replace and continue searching.

Press N to leave the text as is and continue searching.

Press ESCAPE to cancel the Replace command.

### Enter Y to retry access to *filename*

*Word cannot find the file identified in the message.*

Press Y after inserting the disk with the file that Word needs.

If you are swapping disks to save a document (after the *Document disk full* message appeared on your screen), Word displays the above message to request a temporary file (mwxxxxxx.TMP) from your new document disk.

Press N or ESCAPE to cancel the action if the requested file is not available.

*The correct disk is not inserted properly in the correct drive.*

Change the disk.

*The disk is not formatted.*

Insert a formatted disk.

*There is a write-protect tab on the disk.*

Remove the write-protect tab, if appropriate.

*The filename is not entered correctly.*

Choose the command again and retype the filename.

*If, after correcting these problems, you still get this message.*

Press N to cancel the command and return to the main command menu and window display. Your disk may be damaged. Try your backup copy of the file.

### Enter Y to save changes to document, N to lose changes, or Esc to cancel

*You chose the Transfer Clear, Transfer Load, Window Close, or Quit command. One or more documents have unsaved changes.*

Press Y to save the document currently highlighted in the window, then carry out the command.

Press N to proceed without saving the changes.

Press ESCAPE to cancel the command and continue working with Word.

### Enter Y to save changes to glossary, N to lose changes, or Esc to cancel

*You chose the Transfer Clear All, Transfer Quit, or Transfer Glossary Load command and the glossary has unsaved changes.*

Press Y to save the glossary, then carry out the command.

Press N to proceed without saving the changes.

Press ESCAPE to cancel the command and continue working with Word.

### Enter Y to save changes to old style sheet, N to lose them, or Esc to cancel

*You chose the Gallery command to view the style sheet attached to the current document. After making changes to the style sheet, you chose Transfer Load (Gallery menu) and selected a new style sheet. You then chose Exit (Gallery menu) and pressed Y when Word asked if you wanted to attach the new style sheet. You had not saved changes you made to the style sheet originally attached to the document.*

Press Y to save changes to the old style sheet before Word attaches the new style sheet.

Press N to lose changes to old style sheet before attaching new style sheet.

Press ESCAPE to cancel the Exit command.

### Enter Y to save changes to style sheet, N to lose changes, or Esc to cancel

*You chose one of the following commands, and the style sheet has unsaved changes: Exit, Transfer Clear, Transfer Load (Gallery menu), or Format Stylesheet Attach, Transfer Clear, Transfer Load, Window Close, or Quit (Edit menu).*

Press Y to save the style sheet and then carry out the command.

Press N to proceed without saving the changes.

Press ESCAPE to cancel the command and continue working with Word.

### Enter Y to update link, N to skip and continue, or Esc to cancel

*You are using the Library Link command with no filename specified. Word updates the codes in the selection.*

Press Y to update the data.

Press N to keep the original data as is and go on to the next Library Link code.

Press ESCAPE to cancel Library Link.

### Error accessing Clipboard

*You typed Clipboard in the "from" field of the Insert command or typed Clipboard in your document and pressed F3. Word cannot insert a Clipboard entry because you are not running Word with Windows or because Windows denies access to the Clipboard for some reason.*

If you use Microsoft Windows, make sure you're running Word with Windows. If you are using Windows, quit Windows and start again to make sure that there is no memory or other limitation that keeps Windows from allowing Word access to the Clipboard.

### Error reading drive

*Word is attempting to read information from disk, but is unable to do so. The file you are loading may have been damaged, or your hard disk drive or floppy disk may have been damaged.*

If you're attempting to load a document file, try to load a backup copy (.BAK). If you can load the backup and other files, it's likely just the specific file was damaged. However, if this or similar messages appear when using Word or other programs, you should have your equipment checked by a technician.

### Error writing to device or directory

*Word is attempting to save a file to disk or to output a file to your printer but is unable to do so. Your hard disk drive or floppy disk may have been damaged, or your printer connection may have been interrupted.*

Save the file again with a different name. A new name will cause the file to be saved at a different physical location on the disk, instead of the original location which may have been damaged. If you were saving the file to a hard disk, try saving the file to a floppy disk. If you were saving the file to a floppy disk, try a different disk. If the failure is repeated, you should have your equipment checked by a technician. If you were attempting to print a file, reset the printer, check the connections, and try again.

### Expression too complex

*You've written an expression, either in a macro or a Print Merge main document, which contains too many elements.*

Divide the expression into separate, smaller instructions.

### Field name not defined in data header

*You are using Print Merge for a document with a field that is not defined in the header paragraph of the merge file, or in the header file.*

Press ESCAPE to cancel Print Merge. Change the field name in the document.

or

Change the field name in the header file or in the header paragraph of the merge file.

### Field name redefined

*You are using the Print Merge command for a document with a SET or an ASK instruction which corresponds to a field defined in the header file or merge file header paragraph. Or, the header file uses the same field name twice.*

Press ESCAPE to cancel Print Merge.

or

Change the name of the field in the SET or ASK instruction.

or

Change the name of the field in the header file or header paragraph of the merge file.

### File already exists. Enter Y to replace or Esc to cancel

*You asked Word to save or print to a file with the name of an existing file.*

If you want to replace the existing file with the new text, press Y.

To keep the existing file, press ESCAPE and retry the command with a different filename.

### File does not exist. Enter Y to create, or Esc to cancel

*The name you typed after choosing the Transfer Load command (Edit/Gallery menu) or the Format Stylesheet Attach command (Edit menu) is not an existing file.*

If you intend to create a new style sheet or document with this name, press Y. Or, press ESCAPE to cancel

If you intend to retrieve an existing file, press ESCAPE and retry Transfer Load. Be sure that the correct disk has been inserted properly and that you have typed the correct path and filename. Type a filename or press F1 to select a filename from the list.

### File is locked by another user or application

*You tried to load a document, style sheet, or glossary that is being edited by another user. You may encounter this situation in a network environment.*

Wait until the first user finishes with the document.

### File is read only. Save changes under new filename

*You loaded a read-only file (document, style sheet, or glossary).*

If you make changes to the file, you will have to save them under a different filename, or on a different disk or directory.

### File is RTF format. Enter Y to convert to Word format, or N to load text-only

*The document you selected to load with the Transfer Load command is an RTF (Rich Text Format) file.*

Press Y to convert the file to Word format.

Press N to load the file as text-only and see the RTF codes.

Press ESCAPE to cancel Transfer Load.

### Font download unsuccessful

*You are printing on a printer with downloadable fonts, but Word can't complete the font download. Word prints the document with a substitute font or cancels the print job if you have a hardware problem.*

Before you try to download again, confirm that your printer is connected properly and has the right port specification. For serial printers, also confirm that the baud rate is correct.

If your document printed with a substitute font, make sure the correct font file is in the directory or drive specified in the "printer" field of the Print Options command.

Some printers have many fonts, but can load only a few into memory at once. If you try to load more fonts than can fit into printer memory, you may see an error indication on your printer. Only those fonts sent successfully to your printer are available.

### Formatting index. . .

*You carried out the Library Index command. Word is compiling and formatting the index and will insert it at the end of your document.*

**Formatting page** *x* **of** *filename*
*Word tells you the current page being formatted as you use the Print Repaginate, Library Table, or Library Index command.*

**Formatting page** *x* **of** *filename*, **copy** *y* **of** *z*
*Word tells you the current page being formatted as you use the Print Printer, Print File, or Print Merge command. Word displays* z, *the number of copies requested if you request more than one copy.*

**Formatting table. . .**
*You carried out the Library Table command. Word is compiling and formatting the table and will insert it at the end of your document.*

**Formatting too complex. Save document before going on**
*You attempted to assign a combination of formatting commands that exceeds Word's capacity.*
Save the document; then, in most cases, you can continue formatting. If you get the message again, you need to simplify the formats.

**Glossary entry does not exist**
*You typed the name of a glossary entry that does not exist.*
Retry the command with an existing glossary entry.

**Graphics include file must be saved as "text-only"**
*You tried to print a document with imported graphics in print file format. A print file that stores a graphic includes Word formatting.*
Load the file into Word and select Text-only in the "format" field of the Transfer Save command. Then use the Print File command again to save it on disk without Word formats.

**Hyphenating. . .**
*You chose the Library Hyphenate command. Word is searching for the next word to hyphenate.*
If you chose No in the "confirm" field, wait for Word to finish hyphenating, then continue your work with Word. If you chose Yes in the "confirm" field, wait for Word to propose the next hyphenation point, then respond appropriately to the new message that appears: "Enter Y to insert hyphen, N to skip, or use direction keys."

**Importing data...**
*You carried out the Library Link command and Word is importing spreadsheet data into your document.*

### Index already exists. Enter Y to replace or Esc to cancel

*You chose the Library Index command. Word selects the existing index and asks if you want to replace it. The line, .Begin Index., which marks the beginning of the index, is included in the selection.*

Press Y to replace the selected text with a newly compiled index.

Press ESCAPE if you do not want to replace the existing index or if you've inadvertently moved the .Begin Index. line and the selected text that follows is not part of your existing index.

### Insert disk with MW.HLP. Enter Y when ready

*You chose the Help command and Word prompts you to insert Word Utilities disk 1, which contains the Help file, MW.HLP.*

Insert Word Utilities disk 1, replacing your document disk on a floppy disk system. Press Y after inserting the disk. Word will prompt you to reinsert the document disk when necessary.

### Insert disk with HYPH.DAT. Enter Y when ready

*You chose Library Hyphenate and Word prompts you to insert Word Utilities disk 1 that contains HYPH.DAT so it can complete the hyphenation command.*

On a floppy disk system, replace your document disk with Word Utilities disk 1. Press Y after inserting the disk. Word may prompt you for disk swaps as it hyphenates your document.

### Insert disk with RTF_DOS.EXE. Enter Y when ready

*You chose Transfer Load to load a document that is in RTF format, or chose Transfer Save to save a Word document so it will be in RTF format. Word prompts you to insert Word Utilities disk 3, which contains the file format conversion utility.*

On a floppy disk system, replace your Word disk with Word Utilities disk 3. Press Y after inserting the disk. You'll be prompted to swap disks when the conversion is complete.

### Insert disk with RTF_OS2.EXE. Enter Y when ready

*You chose Transfer Load to load a document that is in RTF format, or chose Transfer Save to save a Word document so it will be in RTF format. Word prompts you to insert Word Utilities disk 3, which contains the file format conversion utility for OS/2.*

Insert Word Utilities disk 3.

### Insert Word Essentials disk. Enter Y when ready

*You are working with a hard disk system and chose Help Tutorial Lesson or Help Tutorial Index. The Learning Word program, which contains tutorial lessons, is not in your Word directory. Word is waiting for you to insert the Word Essentials disk into a disk drive so it can display the lesson you chose or the index to lessons.*

Insert the Word Essentials disk into your disk drive.

### Insert Spell disk in drive A. Enter Y when ready

*You chose the Library Spell command, and the path specified in the "speller path" field of the Options command directs Word to look for Spell in drive A. Word can't find Spell in drive A.*

Insert the Spell disk into drive A, then press Y.

### Insert Spell disk in drive B. Enter Y when ready

*You chose the Library Spell command, and the path specified in the "speller path" field of the Options command directs Word to look for Spell in drive B. Word can't find Spell in drive B.*

Insert the Spell disk into drive B, then press Y.

### Insert Thesaurus disk. Enter Y when ready

*You are working with a hard disk system and chose the Library thEsaurus command. The Thesaurus is not on your hard disk. Word is waiting for you to insert the Thesaurus disk in a disk drive.*

Insert the Thesaurus disk into your disk drive.

### Insufficient memory

*Word has run out of storage space; no more editing is possible.*

Save all documents, style sheets, and the glossary immediately. Choose the Transfer Clear All command to clear as much from memory as possible. You can then continue working.

*You tried to run a program using the Library Run or another Library command, but the program is too large to fit in the remaining available memory.*

Press any key to return to Word. You can continue to use Word to work on your document.

or

Save your document, quit Word, and run the program outside Word.

### Insufficient memory; too many files retrieved. Search must be narrowed

*You chose the Library Document-retrieval or Library Document-retrieval Query command, and there is insufficient memory to store all the filenames and associated data for those documents that match search criteria.*

To reduce the number of files that match search criteria, limit the number of directories in the "path" field of Library Document-retrieval Query, so that fewer directories are searched, or narrow the search criteria in the other fields of Library Document-retrieval Query.

**Insufficient memory to print** *filename*

*You tried to print a document with imported graphics and don't have enough available memory to store the graphics for printing.*

Save all documents, style sheets, and the glossary. Choose the Transfer Clear All command to clear as much memory as possible, then try to print your document again. If you still have insufficient memory, you will have to break the document into parts for printing. You can use the Format Division Page-numbers command to number pages for the second and subsequent parts of the document as a continuing sequence.

**Invalid number of parameters**

*You've included a function such as MID in a macro instruction, but you've defined it incorrectly. For example, the instruction «SET variable = MID("text",2)» is not valid. The MID function requires three parameters: the string name; the number of the first character in range; and the number of characters to be included in the range.*

Edit the macro text so that the correct number of parameters are included. For example, «SET variable = MID("text",2,3)» is a valid macro instruction.

**Invalid parameter**

*You've included a function such as MID in a macro instruction, but you've used an incorrect parameter in its definition. For example, the instruction «SET variable = MID(2,"text",3)» is not valid. The MID function requires the first parameter listed to be the string name (variable name or string in quotation marks), followed by the number of the first character in the range, and, finally, the number of characters to be included in the range.*

Edit the macro text so that the parameters are placed in the correct order. For example, «SET variable = MID("text",2,3)» is a valid macro instruction.

**Key code already defined. Enter a different key code**

*Two styles on the style sheet have the same key code, or the first letter of one key code is the same as another single-letter code.*

Redefine one of the key codes and retry the command.

**Key code does not exist. See style sheet for valid key codes**

*The key code you typed has not been defined in the attached style sheet.*

Check the style sheet for the key code you want.

**xxxx lines and xxxx words counted**

*Word gives you this information after a Print Printer, Print File, Print Repaginate, or Print Merge command.*

**List is empty**

*You asked Word or Spell to display a list of responses, but there are none in the list.*

Type the response you want.

**List is empty (xxxxxxx bytes free)**
*You asked Word to display a list of filenames, but there are none in the list. This message also reports the total number of bytes available on the hard disk or floppy disk.*
Type the filename you want.

**Loading Dictionary. . .**
*Word is loading the spelling dictionary.*
When the dictionary is loaded, Word displays the first unknown word if there is one.

**Macro aborted after**
*You pressed Y after pressing* ESCAPE *to cancel a macro. Word is telling you that the macro is no longer running.*

**Macro argument out of range**
*You have written a macro with an instruction argument that is greater than 32760 or less than 0 (for example, <<tab 40000>> or <<repeat -2>>).*
Edit the macro instruction argument so it falls within the valid range.

**Macro code already defined. Enter new code**
*You tried to name a macro with a code that was already in use.*
Choose another macro code.

**Macro not allowed to change read-only variable**
*You've attempted to set the value of a reserved variable when it can only be read. For example, the macro instruction «SET scrap = "text"» is not allowed.*
A macro can only query the value of a read-only reserved variable. For example, «IF scrap = "text"» is a valid macro instruction.

**Macro too large**
*The macro you are running is too large. Either it has too many lines, or too many instructions, or both.*
Divide the macro into separate, smaller macros, each with a different name.
Write a controlling macro that calls each of the separate macros in order.

**Merging record xxxx**
*You are using the Print Merge command.*
Wait for merge to complete.

or

Press ESCAPE to cancel Print Merge.

**Missing comma in data record**
*One of the fields of the data record in the data document ends with double quotation marks, but there is no separator (comma, tab, or semicolon) after the double quotation marks.*
Press ESCAPE to cancel Print Merge.

Insert the missing comma between fields, then retry Print Merge.

### Missing ENDCOMMENT

*You are running a macro with a COMMENT, but there is no matching ENDCOMMENT.*

Edit the macro to include the matching ENDCOMMENT.

### Missing ENDIF

*You are running a macro, or using Print Merge with a document containing an IF or IF...ELSE instruction without an ENDIF.*

Press ESCAPE to cancel Print Merge.

Add the ENDIF instruction at the end of the text to be inserted conditionally or edit the macro to include the matching ENDIF.

### Missing ENDREPEAT

*You are executing a macro with a REPEAT, but there is no matching ENDREPEAT.*

Edit the macro to include the matching ENDREPEAT.

### Missing ENDWHILE

*You are executing a macro with a WHILE, but there is no matching ENDWHILE.*

Edit the macro to include the matching ENDWHILE.

### Nested command not allowed

*You are trying to run a macro with an ASK or SET instruction while you are in a field.*

Rewrite the macro to avoid this situation.

### No alternative words found

*You chose the Library Spell command, and Spell could not match the misspelled word to any entries in any of the dictionaries it consulted.*

Type the correction.

### No bitmap found in Clipboard

*You attempted to import a graphic after choosing Clipboard in the "filename" field of the Library Link Graphics command, but the Clipboard is empty or contains a graphic in metafile format.*

If you are trying to import a chart from Microsoft Excel for the PC, follow the procedure "To import an Excel chart as a bitmap," in Chapter 22, "Layout Features for Graphics and Text," in *Using Microsoft Word.*

### No edit to undo

*You chose the Undo command, but no revisions had been made.*

### No entries found

*You chose the Library Index or Library Table command, and Word cannot find entries to use to compile an index or a table.*

Choose Yes in the "show hidden text" field of the Options command. Review your index or table entries to see if the three-character table or index codes have been entered properly. Table and index codes must be three characters (for example *.i.* or *.c.*) in hidden character format.

### No incorrect words found

*You chose the Library Spell command, and Spell found no misspellings in the document. Word automatically returns you to regular text entry mode. Press any key to:*

Quit Spell and return to Word.

or

Check another document if you are running Spell from the operating system.

### No lesson available

*You chose Tutorial Lesson from the Help menu, but there is no tutorial lesson available for the current Help screen.*

Use other Help commands to find a screen that indicates that there is an associated lesson and then retry the command.

or

Choose Tutorial Index to start the tutorial at an index screen where you can select from all available lessons.

### No marked files in list

*You chose the Library Document-retrieval Print, Copy, or Delete command, and carried out the command, but there are currently no marked files in the Document-retrieval list.*

Using SPACEBAR, mark the files you want to work on and then choose the desired Library Document-retrieval command.

### No more footnote references

*You chose the Jump Footnote command, but no footnotes exist in the document.*

Use another method to scroll through the document.

*You chose Jump Footnote when you were already beyond the last footnote reference mark in the document.*

Select text above the footnote reference mark you want to jump to, then retry the command.

### No printer driver loaded. Enter Y to print or Esc to cancel

*You chose a Print command without first identifying your printer in the "printer" and (where applicable) "model" fields of Print Options.*

Enter Y to print using Word's default instructions to your printer. In many cases, you will not be able to print all the fonts, character formats, and graphics characters your printer is capable of.

or

Press ESCAPE to cancel printing and identify your printer to Word. For more information, see "Preparing to Print" in Chapter 12, "Printing," in *Using Microsoft Word*.

### No such page

*You attempted to jump to a page whose previous page mark is missing (for example, you may have deleted the page break character).*

Retry the command using a different page number.

or

Use another method to scroll through the document.

### No text or bitmap found in Clipboard

*You attempted to insert the "Clipboard" glossary entry and the Clipboard is empty or contains a Windows graphic that is in metafile rather than bitmap format.*

Return to the windows program that contains the text or graphic and copy the text to the Clipboard or copy the graphic to the Clipboard in bitmap format.

If you are trying to import a chart from Microsoft Excel for the PC, follow the procedure "To import an Excel chart as a bitmap" in Chapter 22, "Layout Features for Graphics and Text," in *Using Microsoft Word.*

### Not a valid action for column selection

*You selected a column of text, then chose an action that is not appropriate for the selected column.*

If you get this message again, leave column selection mode then carry out the command.

### Not a valid action for footnotes

*You attempted to do one of the following:*

*Clear a footnote window.*

*Enter text in a footnote window without first choosing the Format Footnote command.*

*Load a document into a footnote window.*

*Footnote a footnote.*

*Insert a division mark into a footnote.*

*Delete the last paragraph mark at the end of a footnote.*

Make sure your selection is not a footnote before repeating any of these actions.

### Not a valid date format

*You entered a date in a form Word doesn't recognize in the "creation date" or "revision date" field when filling in or updating a summary sheet.*

Type a date in the format specified in the "date format" field of the Options command. You can separate the parts of the date with a hyphen (-), slash (/), or period (.).

### Not a valid directory or file specification

*You entered a directory that does not exist or an invalid filename in the "path" field of the Library Document-retrieval Query command.*

Choose Library Document-retrieval again to see if you entered the directory or file in the correct format.

### Not a valid drive or directory

*The drive or directory you named in the command is either incorrect or does not exist.*

Check to see that the drive or directory you specified is correct.

### Not a valid expression

*You are attempting to evaluate an expression and the syntax is incorrect, you are missing an operand, or you have two operators in a row.*

Check the expression for correct syntax.

### Not a valid field name

*Print Merge field names must begin with a letter and can only be composed of alphanumeric characters. Field names must be 64 characters or less.*

Reenter the field name.

### Not a valid filename

*You entered the name of a file that is not appropriate for the Load command you chose.*

| If you chose this command | And this file type | Choose instead |
|---|---|---|
| Transfer Load (Edit menu) | Style sheet or glossary | Document |
| Transfer Load (Gallery menu) | Document or glossary | Style sheet |
| Transfer Glossary Load (Edit menu) | Document or style sheet | Glossary |

*You tried to use the Library Link command to import or update a file that was not in Multiplan, Lotus, or Microsoft Excel BIFF formats.*

Press ESCAPE to cancel the command.

*You typed a character that is not allowed in filenames.*

Word highlights the character so you can press DELETE then retry the command.

*The filename is too long.*

Type a shorter name.

### Not a valid font name; press F1 to select from list

*You entered the name of a font that is neither one of the generic font names nor one of the printer-specific font names for the printer specified in the "printer" field of the Print Options command.*

Enter a valid font name.

*You left the command field blank.*

Press F1 and select from the list of available font names.

or

Type one of the generic font names. See *Printer Information for Microsoft Word* for a list of generic font names.

### Not a valid glossary name; check typing or macro control code

*Your response for a glossary name begins or ends with a hyphen (-), underscore (_), or period (.), or you typed an invalid macro control code.*

Remove any of the invalid characters from the beginning or end of the glossary name, or change the macro control code.

### Not a valid graphics file format

*In the "file format" field of the Library Link Graphics command, you typed a graphics file format that Word doesn't support or that Word knows is wrong for the file specified in the "filename" field.*

Press F1 and choose the appropriate file format.

### Not a valid key code; must be 1 or 2 characters

*The key code you entered in the "key code" field of the Insert or Name command (Gallery menu) is more than two characters.*

Enter a key code of only one or two letters or numbers.

*The first character of the key code you entered is not valid as a first character.*

Enter a letter or number as the first character.

### Not a valid letter; table code must be 1 letter

*You typed more than one letter, a nonalphabetic character, or left the "index code" field blank in the Library Table command.*

Type the single letter you used as an index code in your document.

### Not a valid line draw character; press F1 to select from list

*You entered a character that can't be used to draw a line.*

Enter a printable character or press F1 to select from a list.

### Not a valid measurement

*You've entered a measurement in the "frame width" field of the Format pOsition command, but the number is negative or too large.*

Enter a smaller number or a positive number.

### Not a valid number

*The response contains a nonnumeric character or a number that is too large or too small.*

### Not a valid page number

*You've entered a character that Word does not recognize as a page number in the "page numbers" field of the Print Options command.*

Type a valid page number.

### Not a valid port name; press F1 to select from list

*You entered a port name that is not valid.*

Press F1 and select from the list. The port must be one of the following: LPT1:, LPT2:, LPT3:, COM1:, COM2:.

### Not a valid range

*You entered an invalid range of cells in the "area" field of the Library Link Spreadsheet command.*

Check the syntax for specifying a range of cells for the outside program you're using.

### Not a valid spreadsheet file

*You chose the Library Link Spreadsheet command, but the file you selected is not of a type Word can import as a spreadsheet. Word can only import MultiPlan, Excel, and Lotus 1-2-3 files, and any files in one of these formats but not necessarily created with these programs.*

Select another file.

or

Press ESCAPE to cancel the command.

### Not a valid value for reserved variable

*You've attempted to set a reserved variable to an incorrect value. For example, the instruction «SET echo = "yes"» is not valid; the reserved variable echo* can only be set to "on" or "off."

Edit the macro to correct the value for the reserved variable. For example, «SET echo = "on"» is a valid macro instruction.

### Not a valid variant; press F1 to select from list

*The variant you entered in the Insert, Name (Gallery menu), or Format Style Record (Edit menu) commands does not exist for the chosen usage. The variant must be either a number between 1 and the maximum number of variants available for the usage, or one of the automatic usage names.*

Press F1 and select from the list of available variants.

### Not a valid window

*You entered a number for a window that does not exist.*

### Not a valid window split

*You attempted to do one of the following:*

*Make another vertical split when you already have three windows side by side.*

*Make another horizontal window split when you already have seven windows on top of one another.*

*Split a footnote window.*

*Split a window too close to an existing border.*

*Split a window that has a footnote window open.*

Choose another window to split.

or

Close one of the windows to accommodate the new split.

### Not a Word dictionary

*You tried to move from the "speller path" field of the Options command, and Word does not recognize the dictionary listed in this field.*

To enter the correct speller in the "speller path" field, press F1 to select the standard speller dictionary you want (for example, SPELL-AM.LEX), or type the path and filename for the dictionary.

*On a hard disk system, you chose the Library Spell command, and Word can't open your standard dictionary. This could happen, for example, if Word tries to open SPELL-AM.LEX from Word 4.0 instead of Word 5.0.*

Check the "speller path" field of Options to confirm that Word is searching the directory with the Word 5.0 version of your standard dictionary. If the path to the dictionary is correct, there is a problem with your standard dictionary (.LEX file). Copy the files that end with .LEX from the Word 5.0 Spell disk to the appropriate directory.

### Not enough room for footnote window

*You split a footnote window from a zoomed window, and there was not enough room for a footnote window when you unzoomed.*

Close an open window or resize the parent window.

### Pagination is required

*You attempted a Jump Page before the document was printed or paginated.*

Choose the Print Repaginate command to paginate the document or select Auto in the "paginate" field of the Options command.

### Press a key to resume Word

*You chose Library Run, then you ran an operating system command or program. Word waits for you to press a key before resuming.*

Press a key. Word resumes the regular text entry mode.

### Press F1 and select item. Press letter or use PgUp, PgDn to set color

*You chose the Options command. This message appears when you are in the "colors" field. Or, you've pressed F1 in this field and the list of color options is on the screen.*

If you haven't done so, press F1 to display a list of color options you can set. To move to the option you want to change, use the direction keys. To set a color, press its corresponding letter, or press PAGEUP, PAGEDOWN to scroll through colors and set.

### Press capital letter of the menu item you want

*You typed a letter that does not correspond to any of the menu options.*

Check the menu for the option you want and press the first letter of the menu item.

### Press Spacebar to mark-unmark file, press Ctrl + Spacebar to mark all, or Esc for menu

*You are working with the document list on the document retrieval screen.*

Use direction keys or the mouse to select a document to work with; press SPACEBAR to mark or unmark selected document; press CONTROL + SPACEBAR to mark all documents; or press ESCAPE to use the command menu.

### Print wheel change ignored

*A document you are printing in the background using the Print Queue command changes font, but Word ignores the change.*

If your document requires print wheel changes, you cannot print it in the background. Word will not stop to allow you to change print wheels.

### Printer is not ready

*The printer is not responding to a request from Word. After a few moments, Word switches to the message: "Enter Y to continue or Esc to cancel."*

Make sure the printer is connected properly, turned on, on line, and ready to print. Also check to see that the correct port is specified in the "setup" field of the Print Options command.

Press Y to continue printing.

or

Press ESCAPE to cancel printing.

### Program stayed resident. Press a key to quit Word

*You used the Library Run command to run an operating system command or application program that remains resident in memory. Such commands or programs prevent Word from continuing, when chosen with Library Run.*

Quit Word, run the command or program, then start Word again.

### Query list may be incomplete

*You chose the Library Document-retrieval Query command, but Word could not search a file or several files because they were in use and locked (by another user on the network).*

To redo the search with the same criteria later on, press CONTROL + F4 when the Library Document-retrieval command menu is displayed, or choose the command again and reenter the criteria.

**Read-only file must be saved with a different name**
*You are attempting to save to a file that is marked as read-only.*
Change the filename. Use Transfer Save for a document, Transfer Glossary Save for a glossary, or Gallery Transfer Save for a style sheet.

**Reading printer description. . .**
*You selected a new printer in the Print Options command, and Word is retrieving the information it needs.*

**Record number must be numeric**
*You've entered a nonnumeric character in the "record numbers" field of the Print Merge Options command.*
Check the records you want to merge and enter the correct numeric character for them.

**Recursive INCLUDE file not allowed**
*You placed INCLUDE instructions that form a circular string of references in the files you are merging with Print Merge. For example, suppose you have three documents, named A.DOC, B.DOC, and C.DOC. A.DOC has an INCLUDE instruction that merges in B.DOC. B.DOC has an INCLUDE instruction that merges in C.DOC. And C.DOC has an INCLUDE instruction that merges in A.DOC or B.DOC. Word would print continuously if it weren't designed to forbid circular references.*
Inspect and revise the INCLUDE instructions to break the circular reference.

**Recursive macro not allowed**
*Your macro calls itself when running. For example, you might have a macro that searches for text, formats the text if found, then calls itself to find the next occurrence of search text. Word does not run these types of macros.*
Review and revise the macro to eliminate the circular reference.

**Replace Help disk with Word Essentials disk. Enter Y when ready**
*You are working with a floppy disk system and chose Help Tutorial Lesson or Help Tutorial Index. Word is waiting for you to insert the Word Essentials disk, which contains Tutorial Help lessons.*
Remove the disk that contains the Help file from the drive, replace it with the first Word Essentials disk, then press Y to get Tutorial Help.

**Replace Document disk with Thesaurus disk. Enter Y when ready**
*You are working with a floppy disk system and chose the Library thEsaurus command. Word is waiting for you to insert the Thesaurus disk.*
Remove the disk that contains your Word document from the drive, replace it with the Thesaurus disk, then press Y to use the Thesaurus.

**Replace Learning Word disk with Document disk. Enter Y when ready**
*You are working with a floppy disk system, have completed your work with a Tutorial Help lesson, and have pressed CONTROL+Q to return to Quick Help or to Word. Word is waiting for you to insert the disk that contains the Word document you were working on.*

Remove the Learning Word disk from the drive, replace it with the document disk you removed after asking for Tutorial Help, then press Y to return to Quick Help.

To resume your work in Word, choose the Exit command from the Help menu.

**Replace Thesaurus disk with Document disk. Enter Y when ready**
*You are working with a floppy disk system and have completed your work with the Thesaurus. Word is waiting for you to insert the disk that contains the Word document you were working on.*

Remove the Thesaurus disk from the drive, replace it with the document disk you removed after choosing Library thEsaurus, then press Y to return to Word.

**Replace Word disk if necessary. Enter Y when ready**
*You are using Word with a floppy disk system and you chose the Library Run command, typed a program name or an operating system command, then pressed ENTER. Word is waiting for you to insert the correct disk.*

If you typed an operating system internal command, or if the correct disk is already in the appropriate disk drive, press Y to continue.

If you need to change disks, insert the disk containing the program you want to run, then press Y to continue.

**xxxx replacements made**
*You just used the Replace command to substitute text. This is the number of changes made.*

**Reserved glossary name**
*You attempted to copy or delete to one of the reserved glossary names.*

Select a glossary name that you define yourself.

**Result has too many digits (over 14)**
*You pressed F2 to perform a mathematical operation on the numbers in a selection. The result of the operation is greater than 14 digits.*

Review the numbers in your selection to make sure that a misplaced decimal has not created a very large number. If the numbers in the selection are correct, you will not be able to use Word to perform the calculation.

**Response too long**
*A response in a field exceeds the length limit.*

Type a shorter response.

**Revised text not found**
*You chose the Format revision-Marks Search command, and Word cannot find any new or struckthrough text.*

**SAVE** *(in status line)*
*The amount of memory left for Word to do its work is low. Try each of the following steps in order until the SAVE sign disappears.*

1. Copy a single character to the scrap (**C**opy).
2. Save all documents (**T**ransfer **S**ave).
3. Save the style sheet, if any (**G**allery **T**ransfer **S**ave, then **E**xit).
4. Save the glossary, if any (**T**ransfer **G**lossary **S**ave).
5. Choose **T**ransfer **C**lear **A**ll, then retrieve the document you were working on.

**SAVE** *(flashing in status line)*
*You ignored the steady SAVE sign in the status line.*
Follow the steps listed above for the steady SAVE sign.

**Saving file. . .**
*Word is saving the document with the Transfer Save, Transfer Glossary Save, or Gallery Transfer Save command.*
When the save is finished, you can continue to work.

**Scrap is empty**
*You tried to insert from the scrap, but there is no text in it.*

**Scratch file full**
*The limit for the TMP file (where Word records your revisions) has been reached. Try each of the following steps in order until the message disappears.*

1. Copy a single character to the scrap (**C**opy).
2. Save all documents (**T**ransfer **S**ave).
3. Save the style sheet, if any (**G**allery **T**ransfer **S**ave, then **E**xit).
4. Save the glossary, if any (**T**ransfer **G**lossary **S**ave).
5. Choose **T**ransfer **C**lear **A**ll, then retrieve the document you were working on.

**Search format not found**
*Word cannot find any (or any more) instances of a particular character, paragraph, division, or style format.*
If you think the format should have been found, make sure that you entered the format correctly and that the search options were correctly set.

**Search text not found**
*Word cannot find any (or any more) instances of the search text.*
If you think the text should have been found, make sure that you spelled the search text correctly and that the search options were correctly set.

### Searching. . .

*Word is searching for the text in the Search or Replace command, or for the format specified in the Format Search or Format rePlace command.*

Wait for Word to finish the search.

### Searching documents . . .

*Word is searching for documents as specified in the Library Document-retrieval Query command.*

Wait for Word to complete the search.

### Searching for existing table . . .

*You are running the Library Table command, and Word is searching for an existing table before creating a new one.*

Press ESCAPE to cancel.

### Select correction for unknown word and press Enter, or press Esc to use menu

*You've chosen the Library Spell command, and Spell has presented you with alternative words for the unknown word it has found.*

Select the alternative word you want to use and press ENTER, or choose Correct and type a correction, or choose Ignore to leave the word as it is.

### Select destination for copying text

*You selected text to be copied to another location and pressed SHIFT and one of the mouse buttons.*

Select a destination for the text, then release the mouse button and SHIFT.

### Select destination for moving text

*You selected text to be moved to another location and pressed CONTROL and one of the mouse buttons.*

Select a destination for the text, then release the mouse button and CONTROL.

### Select dictionary

*You chose the Library Spell Add command. You have three choices: Standard, Document, and User.*

Press the key for the initial letter of the dictionary to which you want to add the word in the correction window.

### Select option

*Word awaits your choice from a list of options in a menu field.*

Press SPACEBAR, BACKSPACE, or the initial letter of the option.

### Select style or press Esc to use menu

*You are working with a style sheet in the Gallery.*

Use direction keys or the mouse to select a style to work with, or press ESCAPE to use the command menu.

### Select text to copy formatting from

*You pressed* ALT *and one of the mouse buttons.*

Select the text to copy formatting from, then release the mouse button and ALT.

### Sorting. . .

*You chose Library Autosort, and Word is sorting the selected text.*

Wait for Word to finish sorting.

### Style already defined

*From the Gallery menu, you attempted to choose the Transfer Save command or to return to the Edit menu; however, the style sheet has a usage-variant combination assigned to more than one style.*

Choose Name and change the variant of one of the repeated styles.

or

Delete one of the repeated styles.

### Style already exists. Enter Y to replace or Esc to cancel

*You chose the Format Style Record command and specified a key code and variant for an existing style.*

Press Y to replace the style.

or

Press ESCAPE to cancel the command then choose Format Style Record to rename the new style.

### Style and format conflict

*This message may be the result of one of the following:*

*You chose the Format Stylesheet Character command and typed a division or paragraph style.*

*You chose the Format Stylesheet Paragraph command and typed a character or division style.*

*You chose the Format Stylesheet Division command and typed a character or paragraph style.*

*In the Gallery, you selected a division style and attempted to assign character or paragraph format properties using the speed formatting keys.*

### Style does not exist. Press F1 to select from list

*The style you selected does not exist, or you left the field blank.*

Press F1 and select from the list of available styles.

or

Press ESCAPE to cancel.

### Style sheet is locked by another user or application

*You tried to load a style sheet that is being edited by another user, or a document whose style sheet is locked. You may encounter this situation in a network environment.*

Wait until the user finishes with the style sheet.

### Style sheet is not available

*You tried to load a style sheet that does not exist after selecting Yes in the "read only" field of the Transfer Load command.*

Type the filename of the existing document you want to edit, or choose No in the "read only" field of Transfer Load to create a new document.

*You loaded a document, and Word cannot find the attached style sheet.*

Change the filename in Format Stylesheet Attach to include the correct path to the style sheet attached to the document you've loaded.

### Style sheet is read only

*You're working with a style sheet that is in a read-only file.*

You can edit the style sheet, but if you save it, you must save it under a different name.

### Syntax error

*An error occurred during macro execution as a result of an IF, WHILE, or REPEAT with no expression.*

Check the macro for proper syntax. Word tells you where the error occurred.

### Table already exists. Enter Y to replace, N to append, or Esc to cancel

*You chose the Library Table command. Word selects the existing table and asks if you want to replace it. The line, .Begin Table., which marks the beginning of the table, is included in the selection.*

Press Y to replace the selected text with a newly compiled table.

Press N if you want the new table appended to the existing table.

Press ESCAPE if you do not want to replace the existing table or if you've inadvertently moved the .Begin Table. line and the selected text that follows is not part of your existing table.

### Too few fields in data record

*One of the records in the data document named in the DATA instruction has fewer fields than the header paragraph or header file. Either a field has been omitted from the record, or a separator (comma, tab, or semicolon) has been omitted.*

Press ESCAPE to cancel the Print Merge command. Add the comma to separate two fields.

or

Add the missing field to the data record.

### Too many fields in data or header record

*One of the records in the data document named in the DATA instruction has more fields than the header paragraph or header file. Either there is an extra field in the record, or a field that contains a comma has not been enclosed within double quotation marks. Also, the header may contain more than 256 fields.*

Press ESCAPE to cancel the Print Merge command. Check the fields for commas that are not surrounded by double quotation marks.

or

Remove the extra field from the record.

### Too many macro variables

*There are more than 64 variables in a macro, including all nested macros.*

Edit your macro to contain 64 or less variables.

### Unbalanced quotes or parentheses

*You are evaluating an expression in Print Merge, a math calculation, or a macro, and are missing a quotation mark or a parenthesis.*

Check the expression. Quotation marks and parentheses should balance each other out; in other words, you should have an even number of both.

### Unexpected end of macro

*The macro you're running has stopped unexpectedly. The macro may have been unable to perform an operation because of incorrect keynames or instructions.*

Run the macro again. If it fails again, you may have to edit the macro text to correct the problem. If the message is followed by the line, "Macro aborted after (*macro text...*)," the macro text shown in the message will indicate where in the macro you should look for possible causes of the failure.

### Unknown key

*You are running a macro, and Word cannot recognize a key name within chevrons (for example, <<repeet>>).*

Check for a misspelled key name.

### Use PgUp or PgDn to scroll through document

*You are previewing a document with the Print preView command.*

Press PAGEUP or PAGEDOWN to preview different pages of the document.

### Word disk full

*There is no more room on the Word disk for the scratch file (where Word records your revisions) or for temporary files used to hold text for queued (background) printing.*

Save your document immediately.

*After saving the document, you still get this message when you try to continue.*

Choose the Transfer Clear All command, then retrieve the document you were working on.

### Word disk full. Unable to backup file

*You have a floppy disk system and have the autosave backup facility turned on. Word saves the backup files to the Word program disk, but the disk is now full, and Word has cancelled the backup.*

Quit Word, delete any unnecessary files from the Word program disk, and start Word again. If the message appears again and you cannot make enough room on the Word program disk, you will not be able to use the autosave function. Set the Options "autosave" field to 0.

### Word not in Dictionary. Enter Y to confirm or N to retype

*You typed your own correction in the Library Spell Correct command. The word you typed is not in the dictionary, so Spell asks you to confirm the correction.*

Press Y to tell Spell to accept the correction as you typed it and continue.

Press N to tell Spell you want to retype the correction. Spell will return to Library Spell Correct.

### Words checked: xxxx Unknown: xxx

*You exited Spell, and it reports the number of words checked and unknown.*

**Words checked:** the number of words checked so far. If the word *the* was used 20 times in the document, for example, that counts as 20 words in the "total words" statistic.

**Unknown:** the current number of words in the document that Spell cannot find in any of the dictionaries.

### xxxx words hyphenated

*You chose the Library Hyphenate command. Word has finished hyphenating the document and reports the number of words hyphenated.*

Continue your work with Word.

# 3 Terms

**Active** The text, document, window, menu item, or command field that is highlighted. The active text, document, or window will be affected by the next command. *See also* Highlight; Selection.

**Alignment** The horizontal position of text within the width of a line or between tab stops. Text can be aligned all the way to the left, all the way to the right, or in the center of each line or between tab stops. Text can also be justified to fill the line. In Word, alignment can be an attribute of paragraphs or tab stops. *See also* Justified; Ragged.

**Alphanumeric sort** The ordering of alphanumeric text, which contains letters, mixed letters and numbers, or numbers arranged uniformly with special characters such as dates in yy/mm/dd format. *See also* Numeric sort.

**ALT+key combinations** *See* Speed formatting keys.

**Annotation** A note or comment added to a document by a reviewer during a document's review stage prior to publication. In Word annotations are a special form of footnote. *See also* Footnote.

**Annotation mark** The characters you use, normally your initials, to identify your comments in a Word document.

**Annotation text** The text of a note or comment added to a document by a reviewer. Word stores annotation text at the end of a document, but prints the text and annotation mark at the bottom of a page or at the end of a division, whichever you specify in the Format Division command.

**Array** When writing a macro, an element used to define a series of variables in one operation. *See also* Variable.

**Arrow keys** *See* Direction keys.

**Ascending order** The order of sorted text that begins with the lowest value and "ascends" to the highest; "A" comes before "B" and "1" before "10."

**ASK instruction** A Print Merge instruction in a main document that tells Word to prompt you to enter varying text before printing each copy of a form document. Also, a macro instruction that issues a prompt and assigns the value of the response to a variable. *See also* Variable.

**AUTOEXEC macro** A macro that runs automatically as soon as you load or merge a new glossary file. If an autoexec macro is included in NORMAL.GLY, it runs automatically when Word is started.

**Automatic footnote reference mark** When you insert a footnote with the Format Footnote command, Word inserts a special character displayed as a number. The number changes as you add or delete other footnotes. If you delete an automatic footnote mark, a "club" character appears in the scrap.

**Automatic style** Word has five automatic styles, one each for divisions, paragraphs, page numbers, footnote text, and footnote reference marks. The formatting instructions in the automatic styles are predefined. Word applies the appropriate automatic style to text unless you apply a different style.

**Autosave** An option you can select to automatically save changes to your work at specified time intervals.

**Bitmap** An image where each pixel (screen dot) is coded as on or off to create the image. A bitmap is made up of dots like a newspaper photograph. You can import bitmap images into Word with the Library Link Graphics command.

**Blind entry** An entry in an index that refers the reader to the main discussion of a topic. Such an entry might be "disks." *See* Floppy disks.

**Block** A part of a document. Blocks can range in size from a single character, to many paragraphs, to an entire document. In Word, a block of text can be the selection. *See also* Selection.

**Block marking** *See* Bookmark; Selection.

**Block move** In Word, you move a block of text either with the mouse (CONTROL + mouse button) or with DELETE and INSERT.

**Body text** In outline view, text that is not a heading and has no level assigned to it. Word displays body text with all formatting you assign, instead of suppressing paragraph formats, as it does with headings. In outline view, body text appears with a *t* next to it in the selection bar. *See also* Outline view; Lower; Raise.

**Boilerplate** Text that is used over and over without change, such as a return address, a copyright notice, or even whole sections of papers or reports. Boilerplate text is stored in a glossary file. *See also* Glossary.

**Bookmark** A mark you give to selected document text so that you can move to its location quickly by using the Jump bookmarK command. Also, an essential part of Word's ability to number cross-references and items in series automatically. *See also* Cross-reference; Series.

**Border** A line or double line automatically connected to a paragraph by choosing the Format Border command. A border can be on the left, right, top, or bottom of a paragraph. A border can also be drawn around a paragraph.

**Break** A place where text is deliberately stopped and followed by a new start. Examples of breaks are word breaks, line breaks, paragraph breaks, page breaks, and division breaks. *See also* Hard break; Soft break.

**Byte** A unit of storage equivalent to one character. Formatting takes up one or more bytes for each character, paragraph, or division.

**Calling macro** A macro that calls or invokes another macro during its execution.

**Case** The forms of letters, either capitals (uppercase) or small letters (lowercase).

**Character** Any number, letter, punctuation mark, symbol, or special mark (for example, @, ¦ , *, %, $) which you can type as text.

**Click** To press and release a mouse button in one motion.

**Collapse** In outline view, to make subheadings and body text below the selected heading invisible. This is temporary, and allows you to see the structure of your document at a glance. *See also* Expand; Outline view.

**Column number** In the status line, the column number shows the current horizontal position of the highlight counting from the beginning of the line, or the number of the newspaper-style column, depending on content.

**Columns** Word documents can be created using a single column, two or more newspaper-style columns, or a mix of column formats. Another form of column is created within a document with tabs and can be used to create tables.

**Command** An instruction to Word. A command may have one or more command fields. *See also* Command field.

**Command area** The area at the bottom of the screen, which contains the command menu, message line, and status line.

**Command field** A space on a command menu, preceded by a field name and a colon, where you select further information about how a command should work. Most command fields contain a proposed response; you can replace or edit this response to fit your needs.

**Command menu** The list of command names you can choose from, displayed in the top two lines of the command area. *See also* Main command menu.

**COMMENT instruction** A macro instruction that allows you to place comments in the text of a macro. Comments do not affect how a macro runs.

**Conditional instructions** The Print Merge command instructions included in a main document that tell Word to check the text in fields of a data document to see if that text meets certain conditions. If the conditions are met, Word includes the text from the field, or other text that you specify, when it prints form documents. Conditional instructions are also used with macros. *See also* ELSE instruction; IF instruction; WHILE instruction.

**Constant** In a macro instruction, a number, text string or date whose value is fixed in the instruction.

**Contents entry** One line of a table of contents, usually a section title or heading in your document.

**Control code** A one- or two-character key combination used to run a macro.

**Copy** To copy text from a document, using the Copy command, and to place it in the scrap or in a glossary, without removing the text from its original place in the document. *See also* Insert.

**Cross-reference** A reference in the text of a document to another location in the document; for example: "See page 25." Word can automatically generate numbers for cross-references at print time. *See also* Bookmark; Series.

**Cut and paste** The technique of creating or editing a document by combining documents or parts of documents. In Word, you cut by deleting and paste by inserting.

**Data document** A document that contains pieces of text to be merged into a main document to create form documents and other merge documents. The data document includes a header record and data records. The header paragraph lists the categories of text stored in the data document, and the data records store the actual text. *See also* Main document.

**DATA instruction** A Print Merge command instruction entered as the first paragraph of a main document to name a data document. The data document contains varying text to be printed in different copies of a form document.

**Data record** A paragraph in a data document that stores the varying text to be included in a single copy of a form document. A data document can contain multiple data records, one for each copy of the form document. The fields, or pieces of text, in a data record are separated by commas or tab characters and listed in the same order as the field names in the header record of the data document. *See also* Header record.

**Default** The standard setting for a Word format such as page margins and tab spaces or for a display option such as show borders. You can change Word's defaults by selecting new formats and changing the settings in the Options command.

**Delete** To remove text from the document you are working on and place it in the scrap or in a glossary with the Delete command. You can also delete characters and place them in the scrap by using the DELETE key. You can delete text with BACKSPACE, but it is not saved in either the scrap or a glossary. *See also* Glossary; Scrap.

**Descending order** The order of sorted text that begins with the highest value and "descends" to the lowest. For example, "Z" comes before "A" and "10" comes before "1."

**Device driver** A program for running peripheral hardware so that application programs, such as Word, can take advantage of the hardware. For example, the mouse device driver displays the mouse pointer on the screen and translates mouse button clicks into actions.

**Direct formatting** The process of assigning a format directly to selected text by using predefined speed formatting keys or the Format commands from the Edit menu. *See also* Speed formatting keys.

**Direction keys** The UP, DOWN, LEFT, and RIGHT keys. They can be used to move the highlight or to select from lists of choices in command fields.

**Directory** The list of files on a disk.

**Division** A section of a document with a single page format (for example, the table of contents or a chapter). A document can have one or more divisions. Divisions are separated by a division mark, which resembles a line of colons across the window.

**Division number** In the status line, the division number shows which division the highlight is in if there is more than one division in the document.

**Document** Text you store on a disk with a filename. In Word, a document includes the text and its formatting. Common types of documents are letters, reports, memos, pamphlets, and brochures. *See also* File.

**Document dictionary** A dictionary you create to review and correct spelling in a specific document. This dictionary is useful for storing terms that are peculiar to one document. *See* Standard dictionary; User dictionary.

**Document drive** The disk drive on which Word looks for a file, unless you specify a different drive as part of a filename or in the Transfer Options command.

**Edits** Any text revisions or formatting changes to a document, a style sheet, or a glossary.

**ELSE instruction** An ELSE instruction can be included with an IF instruction in a main document to be merged with the Print Merge command. It tells Word which alternative text to print in a form document if the conditions in the IF instruction are not met. An ELSE instruction can also be used in a macro. *See also* IF instruction.

**Expand** To make visible any headings and text that were collapsed below a heading in an outline. As you expand the outline, the + 's and t's in the selection bar disappear.

**Extend** To lengthen the highlight, using F6 or SHIFT and a key or command that selects text. You can also extend the selection by holding down a mouse button while moving the mouse pointer across the text.

**Extension** A suffix added to a filename. An extension may be any three legal filename characters. Extensions are separated from the filename by a period; for example, in the filename EXAMPLE.DOC, the extension is DOC. Extensions are a handy way to distinguish the contents of files without having to look at the file's contents. For example, .DOC is short for document.

**Field** For form letters or documents, a piece of text that is inserted into a main document from a data document during printing. Each copy of a form letter has its own appropriate text printed. A field name is used to mark the place in a main document where text from a field will appear. *See also* Command field.

**Field name** For form letters or documents, the name of a general category of information. You type the field name, surrounded by chevrons (« and »), in a main document at the location(s) where you want to add information from a data document. The field names must match those shown in the header paragraph of a data document, but you don't have to type them in the same order or include all of them.

**File** A unit of data stored on a disk. In Word, documents, glossaries, and style sheets are saved as files. The Transfer commands, which transfer files from disk to memory and vice versa, give you access to files. *See also* Document; Glossary; Style Sheet.

**Font** The design of an alphabet in which text is displayed or printed, such as New Century Schoolbook or Helvetica. In Word, fonts are specified in broad classes with letter variants assigned to particular type styles.

**Font name** The name of a particular design of an alphabet, such as Helvetica or Times Roman. *See also* Generic font name.

**Font size** The height of characters in a font, usually measured in points. Fonts are often referred to in terms of size and name — for example, "16-point Helvetica."

**Footer** Text that can appear at the bottom of every page. *See also* Running head.

**Footnote** Text placed at the bottom of a page or at the end of a document or chapter to give a reference for, or add information about, a topic discussed in the main text of the document.

**Footnote reference mark** A number or other character placed in the main text of a document to indicate that additional information about the topic being discussed appears in a footnote. A footnote reference mark has a special format that connects it to the corresponding footnote text. *See also* Automatic footnote reference mark.

**Footnote text** The text of a footnote. Word stores footnote text at the end of a document, but prints the text and footnote reference mark at the bottom of a page or at the end of a division, whichever you specify in the Format Division command.

**Footnote window** A separate window in which you can view and edit footnotes and annotations in the active document.

**Form document** A printed document created by merging two special documents: a main document and a data document. Standard text from a main document is combined with varying data or text from a data document. The result is the customized form document. Form letters and mailing labels are two common examples.

**Format** The way text appears on a page. In Word, a format derives from both direct formatting and the application of styles. The three types of formats are font and font size (character formats), paragraph alignment (paragraph formats), and overall page design (division formats).

**Formatting** The formats you assign to text. *See also* Format.

**Formatting instructions** Formatting instructions are the part of a style that tells Word how to format the document text to which the style is applied.

**Frame** The rectangular area that contains a Word paragraph, plus its indents, borders, and space before and after. When used with the Format pOsition command, the frame creates a protected area that other text flows around. The frame is not normally visible, but is outlined in show layout.

**Function** An element used in macro instructions to manipulate text strings or modify numeric values. For example, *INT*, *LEN*, and *MID* are functions.

**Gallery** The place in Word (reached by choosing the Gallery command from the Edit menu) where you can view, define, create, revise, save, and retrieve style sheets.

**Gallery command** The command on the Edit menu for moving into the Gallery; also refers to the Gallery menu commands.

**Generic font name** A name for a group of type styles not specific to a particular printing device or font family. For example, the generic name "modern a" can refer to one variation of any printer's standard typeface. You use a generic font name to choose any type style you want, and the printing device will match its best example of that type style to your choice. Word's printer driver files assign Word's generic fonts to the specific fonts used by your printer. *See also* Font name.

**Global replace** Replacing one piece of text with another throughout a whole document. The Replace command replaces globally when the selection is either the first character in the document or the whole document. To limit a replace, select only the portion of text you want to replace within, then choose and carry out the Replace command.

**Glossary** Where you store text you intend to use repeatedly. Each piece of text you store is a glossary entry. You assign a unique name to each glossary entry. You can save a glossary permanently in a glossary file on a document disk. Glossary entries include frequently used text and macros.

**Graphic** An image from a program that creates pictures. These images can be pictures of charts, scanned images, screens from software programs, logos or other artistic presentations, fancy text, and so on. Graphics in bitmap format can be imported into Word.

**Graphics mode** The display mode in which Word shows character formats on screen as they will be printed. This is Word's default display mode. Your computer must have a graphics adapter installed to use graphics mode. *See also* Text mode.

**Gutter** The inner margins of facing pages of a document. Often these margins must be wider than the outside margins to allow extra space for binding.

**Hanging indent** When the first line of a paragraph is "outdented," that is, extends to the left of the remainder of the paragraph. The hanging indent for a paragraph is controlled with the "left indent" and "first line" fields of the Format Paragraph command. To create a hanging indent for a paragraph, change the "first line" field to a negative measurement and change the "left indent" field to a positive measurement. The difference between the two numbers is the amount of the hanging indent.

**Hard break** A new page or a new line that you insert in a document by pressing SHIFT+CONTROL+ENTER (for a new page), or SHIFT+ENTER (for a new line). Word always observes these breaks. *See also* Soft break.

**Header** Text that appears at the top of every page. *See also* Running head.

**Header file** A file containing a header record to be used when creating form documents. A header record is a list of field names that correspond to the field names included in a main document and to the fields of varying text stored in data records. It is convenient to use a header record in a header file rather than in a data document when the records for the data document are created from a data base. Not to be confused with a running head or header. *See also* Header record.

**Header record** A list of field names (or categories of information) stored in the first paragraph of a data document. The field names of a header paragraph match the field names placed where you want varying text in a main document. During printing, specific pieces of varying text listed under the field name categories are merged into the appropriate places in each copy of a form document.

**Heading** A document or section title, often in a different font size from the body of the text. A heading is usually preceded and followed by a paragraph mark. Not to be confused with headers or running heads.

**Help mark** The question mark at the bottom of the command area that appears when you are using a mouse. Point to the question mark with the mouse and click either button to see lists of Help topics. If you want help with a specific command, choose the command, then point to the question mark and click.

**Hidden text** A character format that allows you to show or hide designated text. Hidden text is used for comments or nonprinting characters and for table of contents and index codes.

**Highlight** A reverse video area used on the screen to indicate command choices, text selections, active window numbers, and active command fields.

**Horizontal scroll** To move horizontally within a document that is wider than the window so that parts of the document outside the window to the right or left come into view.

**IF instruction** A Print Merge instruction included in a main document that tells Word to check the text in fields of a data document to see if that text meets certain conditions. If the conditions are met, Word includes the text from the field, or other text that you specify, when it prints form documents. IF instructions may also be used in macros. *See also* ELSE instruction.

**Import** To read areas from a spreadsheet such as Multiplan and Lotus 1-2-3 into a Word document.

**Indent** The distance between the beginning or end of a line and the left or right page margin. Indents normally make text narrower than the space between margins. Three indents are associated with each paragraph — left, right, and first line. The first line of each paragraph may be indented by giving it a positive indent measurement, or "outdented" by giving it a negative indent measurement. (The latter is called a hanging indent.) A zero first indent measurement gives the first line the same indent as the other lines in the paragraph.

**Index code** The three characters *.i.* formatted as hidden text. You add these characters in front of every term you want included in an index you create with the Library Index command.

**Index entry** A term or phrase preceded by an index code to be included in an index.

**Insert** The Insert command takes text from the scrap or from a glossary and inserts the text in front of the selection. The INSERT key can also be used to insert text from the scrap. Typing new characters inserts them into a document.

**Insertion point** The place where new text is inserted when you type or use either the Insert command or the INSERT key. When text is selected, the insertion point is always in front of the selection.

**Instruction** A statement included in a main document that tells Word where to find and how to use the varying text available for insertion in form documents. Also, a category of macro controls that expand macro capabilities beyond the basic repeating of keystrokes.

**Justified** A text alignment where the ends of lines are aligned with the right and left indents. Spaces are enlarged between words to make the text evenly fill the text column. *See also* Alignment; Ragged.

**Keep together** An instruction which prevents Word from inserting a page break between paragraphs. Word will insert a paragraph break before the specified text if necessary to prevent splitting the paragraphs. In Word, "keep together" is a paragraph attribute selected in the "keep together" field of the Format Paragraph command.

**Key code** One or two characters you can use to assign a format or style to selected text. In addition to built-in key codes, you can define new key codes in style sheets.

**Layout object** A graphic or text object moved to a special place on a page with the Format pOsition command.

**Leader characters** Characters, usually dots or hyphens, that fill the space between columns to help draw the reader's eye across a line, as in a table of contents. You can add leader characters using the Format Tab command.

**Line number** In the status line, the number of the screen line containing the highlight, counting from the last page break. You can print line numbers by selecting Yes in the "line numbers" field of the Options command.

**Load** To transfer a document from a disk into Word with the Transfer Load or Transfer Glossary Load command.

**Locking or toggle key** A key, such as SCROLL LOCK (SL), NUMLOCK (NL), CAPSLOCK (CL), F5 (OT/overtype), and F6 (EX/extend), that you turn on by pressing once and turn off by pressing again. When a locking or toggle key is turned on, its two-letter abbreviation appears in the status line.

**Lower** To assign a lower (subordinate) level to a heading in outline view. You lower headings to show relative importance and sequence. Word indents each lower level 0.4 inch more than the previous level. When you lower a heading, you also lower subheadings a corresponding amount. You can lower headings as you type them, or you can go back later and select them, then lower them. *See also* Body text; Outline view; Raise.

**Macro** A glossary entry in which keystrokes, options and commands you use in Word can be recorded and played back. Macros can also be written and played back, and may include a range of programming instructions. *See also* Calling (macro) and Record (macro).

**Main command menu** The list of command names that appears at the bottom of the screen whenever Word is ready for you to choose a main command. Word has two main command menus, the Edit menu and the Gallery menu.

**Main dictionary** *See* Standard dictionary.

**Main document** A document containing standard text that is the same for all copies of a form document, plus special fields where Word inserts varying text from another document (the data document). *See also* Data document.

**Margin** The area between the edges of the page and the edges of the text, excluding indents. *See also* Gutter.

**Menu** A list of alternatives, either commands in a command menu or options in a command field. You can select a menu item by moving through the list with the direction keys or SPACEBAR (a highlight moves along the menu indicating the current selection) and pressing TAB or ENTER, as appropriate, or by typing the initial letter of the desired item.

**Merging** Combining a main document and a data document (for printing) or to combine two documents on screen (for editing).

**Message** A notice that Word puts in the message line to tell you what to do next (a prompt) or what is wrong (an error message). *See also* Message line.

**MESSAGE instruction** A macro instruction that allows you to display a message on the message line as a macro runs.

**Message line** The next-to-last line on the screen, where messages are displayed.

**Nesting** Including one instruction within another in a macro.

**Numeric sort** The ordering of numeric text, which includes digits and the following characters commonly associated with digits:

| | |
|---|---|
| $ | Dollar sign |
| % | Percent sign |
| − | Minus sign |
| , | Comma |
| ( | Opening parenthesis |
| ) | Closing parenthesis |
| . | Decimal point |

A numeric sort arranges text containing numbers by numeric value in either ascending or descending order. An alphanumeric sort, the other type of sort you can perform with Word, treats numbers as characters in a textual pattern, not as digits in a numeric value. *See also* Alphanumeric sort.

**Operator** Mathematical or logical symbol used in the construction of a Print Merge command or macro instruction; for example: <, +, / represent "less than," "add," and "divide," respectively.

**Optional hyphen** A hyphen you insert to indicate where you want to break a word if the word needs to be divided at the end of a line. Optional hyphens are invisible until they are needed (or until you select Partial or All in the "show non-printing symbols" field of the Options command).

**Orphan** A paragraph's first line when it appears alone at the bottom of a page or column, while the rest of the paragraph appears on the next page or column. Word automatically avoids page breaks that leave orphan lines. You can change this setting with the Print Options command. *See also* Widow.

**Outline organize** The mode you use to rearrange headings and their subheadings in outline view. In outline organize, the minimum selection is a paragraph, and the word *ORGANIZE* appears on the status line.

**Outline view** A different way of displaying a document so that the underlying structure of the document is shown. In outline view, you can easily rearrange large amounts of text with just a few keystrokes. You can also raise and lower headings and subheadings, and make text temporarily disappear and reappear. Outline view affects only those windows you choose it for. *See also* Body text; Collapse; Expand; Lower; Outline organize; Raise; Text edit.

**Overtype** A Word option that allows you to type new text directly over old text. You turn overtype on and off with the F5 key.

**Page break** Where one page ends and another begins. You can enter your own page breaks, or you can have Word break pages automatically when you print.

**Page number** In the status line, the page number shows which page the highlight is on. It is accurate only after the document has been repaginated.

**Paragraph** The text preceding and including a paragraph mark. Paragraph attributes control line layout, indentation, and spacing. *See also* Paragraph mark.

**Paragraph mark** A character that identifies the end of a paragraph. To insert a paragraph mark, press ENTER while in typing mode. To make paragraph marks visible, select Partial or All in the "show non-printing symbols" field of the Options command.

**PAUSE instruction** An instruction you can include in a macro to temporarily stop the macro from running so you can edit text or choose commands from the keyboard.

**Pitch** A horizontal measure of the number of characters per inch. Most typewriters and printers use 10-pitch (10 characters per inch) or 12-pitch (12 characters per inch).

**Point** (noun) A measurement used by typesetters, equal to 1/72 inch.

**Point** (verb) To move the mouse pointer across the screen until the tip of the arrow or the blinking square covers the command you want to choose or the text you want to select.

**Print head** On a printer, the exact place where the printer makes its marks on the paper.

**Print preview** Shows you on screen how your document will look when printed. The Print preView command shows you the following page attributes: margins, running heads, footnotes, page numbers, line numbers, paragraph and character formatting, side-by-side paragraphs, multiple columns of text, graphics, borders, revision marks, and proportionally spaced text.

**Print wheel** On an impact printer, an interchangeable wheel with a character set in a particular font and size.

**Printer** The output device used to print documents. Such devices include dot matrix, daisywheel, and laser printers.

**Printer display** Shows you on screen the line breaks in the document as they will occur when printed. To change the window to printer display, select Yes in the "show line breaks" field of the Options command.

**Printer driver file** A file for each of the printers supported by Word. The file includes codes for controlling the printer, a list of the fonts available on the printer and the dimensions of the characters in each font. These files have the extension .PRD.

**Proposed response** A response supplied by Word in a command field. A proposed response is usually based on your most recent use of the command or the current status of the program. You can replace a proposed response with your own response. *See also* Response.

**Queued printing** An option in the Print Options command that tells Word to print documents while you continue to work with documents on the screen. Once you choose queued printing, you can control it with the Print Queue command. If you want to print while you work, you must choose queued printing each time you start Word.

**QUIT instruction** A macro instruction used to terminate a running macro depending on the result of a comparison made in a conditional statement.

**Ragged** Text with an uneven left (ragged left) or right (ragged right) margin. *See also* Alignment; Justified.

**Raise** To assign a higher level to a heading or body text in outline view. You raise headings to show relative importance and sequence. When you raise a heading, you also raise its subheadings a corresponding amount. You can raise headings as you type them, or you can go back later and select them, then raise them. *See also* Body text; Lower; Outline view.

**Record (macro)** To save a series of keystrokes as they are executed so they can be repeated automatically as a macro.

**Redlining** To mark document text to show how the document has changed from a prior version. *See also* Revision bar; Revision marks.

**Reference mark** *See* Footnote reference mark.

**Remark** A comment that can be added when you assign style usages and variants to remind you of their purpose. *See also* Usage, Variant.

**REPEAT instruction** A macro instruction used to repeat designated macro operations a specified number of times.

**Replace** To substitute one piece of text or a format for another, either by using the Replace command, or by pressing SHIFT+INSERT to replace the selection with the text in the scrap.

**Reserved style** Word has 15 reserved styles, all of which are Paragraph styles: four index styles, four table styles, and seven outline styles. Although Word automatically applies reserved styles to the appropriate text, all of them start with standard paragraph formatting instructions. The reserved styles can be customized.

**Reserved variable** A specially named field Word has set aside for use in macro instructions. Macro instructions can test for the values of reserved variables but cannot change them except in limited cases. *See also* Variable.

**Response** Information you type or highlight in a command field to tell Word how to carry out a command. *See also* Proposed response.

**Retrieve** *See* Load.

**Revision bar** A vertical line that is displayed and/or printed in the margin next to a line of text you revise when revision marks are turned on.

**Revision marks** A feature that allows you to mark deletions and insertions as you edit a document.

**Ruler** The horizontal line that appears on the top border of a text window and displays the positions of tab stops and indents. To change these positions, move the markers along the ruler with the Format Paragraph and Format Tab commands.

**Running head** Text that can appear at the top or bottom of every printed page. Running heads can include page numbers, dates, titles, and other text. Running heads can be more than one line and more than one paragraph.

**Save** To store a permanent copy of a file (document, glossary, style sheet) on disk with the Transfer Save command.

**Scrap** A temporary storage area that holds the text you last deleted with the Delete command or DELETE key. It also holds text you copy with the Copy command. The contents of the scrap are displayed between braces { } in the status line. To retrieve the contents of the scrap, choose the Insert command or press INSERT.

**Scratch file** *See* TMP file.

**Scroll** To move the text up, down, left, or right so that parts of the document outside the window move into view. *See also* Horizontal scroll; Vertical scroll.

**Scroll bar** The left window border contains the vertical scroll bar; the bottom window border contains the horizontal scroll bar. You use the vertical scroll bar with the mouse to scroll through the document. If the text in the document is wider than the window, you can use the horizontal scroll bar with the mouse to see text to the right or left of the window.

**Search** To look for a character, a word, a phrase or a format in a document with the Search command.

**Search and replace** To find and replace one piece of text with another. *See also* Replace; Search.

**Select** To choose one character or a group of characters that will be affected by the next command. When you select text, it is highlighted.

**Selection** The highlighted character or group of characters that will be affected by the next command you choose.

**Selection bar** An invisible area (two characters wide) just inside the left window border. When the mouse pointer enters the selection bar, it shifts direction to point toward the upper right (rather than the upper left, as when it's in the text). Use the selection bar with the mouse pointer to select a line with the left mouse button (the same as SHIFT + F9), a paragraph with the right mouse button (the same as F10), or the whole document with both mouse buttons at the same time (the same as SHIFT + F10).

**Separator** Any non-alphanumeric character marking the end of a word. Separators include punctuation marks, spaces, tabs, regular and optional hyphens, paragraph marks, and line breaks. *See also* Word.

**Series** A group of similar items such as tables, figures or illustrations. In Word, you can assign a special code to each item in a series, and Word will automatically number the items in order of occurrence. *See also* Bookmark; Cross-reference.

**SET instruction** An instruction used in a main document that lets you update information that may vary from printing to printing for a set of form letters. Also, a macro instruction used to assign a value to a variable. *See also* Variable.

**Shading** Shading that is applied to all the normally white space within a paragraph frame. Shading is gray unless you have a color printer and specify a different color.

**Show layout** A Word display mode that shows newspaper-style (snaking) columns side by side on screen. Show layout also displays side-by-side paragraphs next to each other and the exact position of objects that have been specially placed with the Format pOsition command. You can edit text in show layout.

**Side-by-side paragraphs** Paragraphs that are aligned side by side on a page to visually show their relationship. For example, a paragraph on the left side of a page might describe a product feature, while an aligned paragraph on the right side of the page describes that feature's benefits.

**Soft break** A page or line break that is determined by page or line layout. Soft breaks may change after further editing of the document. *See also* Hard break.

**Sort key** The text, usually a single column, used as the basis for sorting all the rows of a table. Table rows are rearranged according to the sorted order of the lines of the sort key.

**Speed formatting keys** One or two character keys that you press while holding down ALT. Speed formatting keys are used to format a document or to apply a style to text.

**Standard dictionary** The dictionary provided on the Spell disk. This dictionary contains over 130,000 words; it is also referred to as the main dictionary. Spell checks words against this dictionary first. *See also* Document dictionary; User dictionary.

**Status line** The bottom line of the screen, where Word displays the following: the page and division numbers, the line and column numbers, the contents of the scrap, the *SAVE* signal when memory is low, and key status.

**Style** A named set of formatting instructions. Each style produces a specific appearance for the text it is applied to. With styles, you can apply many formats at one time to text, and you can standardize your document by applying the same style to all text you want to appear in the same format. Styles are created and revised in the Gallery on a style sheet or with the Format Stylesheet Record command.

**Style bar** A special column on the screen, accessible with the Options command, that displays paragraph styles and running head formatting.

**Style sheet** A collection of styles. Each style sheet is a separate file. A style sheet determines the appearance of the document to which it is attached. You view, create, and revise a style sheet in the Gallery. You attach a style sheet to a document with the Format Stylesheet command.

**Subscript** Text that appears slightly lower in a line than the text around it. For example: $H_2O$.

**Superscript** Text that appears slightly higher in a line than the text around it. For example: footnote reference mark[1].

**Summary sheet** A collection of descriptive information about a document such as author, title, and operator.

**Syntax** The proper ordering of elements, as in the Print Merge command or macro instructions.

**Tab stop** A position at which text is aligned in columns by using tab characters. Use the Format Tab command to set and clear tab stops.

**Table code** The three characters, usually *.c.*, formatted as hidden text. You add these characters in front of every title or term you want included in a table of contents you create with the Library Table command.

**Tables** Lists of items set up in columns. In Word, choose the Format Tab Set command to set tab stops for the columns. Press TAB to place tab characters between columns.

**Text** Characters that make up your document. Text is either typed in or taken from other files. Characters typed as commands, responses in command fields, and formatting key codes are not considered text.

**Text area** The window, normally occupying most of the screen, in which the text of a document appears as you type.

**Text edit** The mode you use to type headings and body text in outline view. In text edit, the heading level number appears on the status line. In most cases, selecting in text edit is like selecting in normal document view.

**Text mode** The display mode in which Word shows character formats on screen in different colors or hues. *See also* Graphics mode.

**Thumb** The small mark in the vertical scroll bar (left window border) that marks your position in a document. For example, if the thumb is in the middle of the scroll bar, you are in the middle of the document.

**TMP file** A temporary file where Word records your revisions to a document until you save them with the Transfer Save command.

**Typeface** *See* Font.

**Undo** To reverse the most recent editing or formatting changes with the Undo command. Undo can itself be "undone" by choosing Undo again.

**Usage** The kind of text a style will format: characters, paragraphs, or divisions (pages). *See also* Style; Variant.

**User dictionary** A dictionary you can create and expand as you review the spelling in documents. This dictionary is useful if you have special terminology that you use often in your documents, such as legal or medical terms. *See also* Document dictionary; Standard dictionary.

**Variable** A named field in a macro instruction whose value (number, date or text string) is determined by SET or ASK and, once determined, can be tested for in conditional instructions such as IF. *See also* Reserved variable.

**Variant** A variation identified by a number or a special name. Used to differentiate among the various styles for each of the usages of styles. The variants with names are applied automatically to the document to which the style sheet is attached. *See also* Style; Usage.

**Varying text** The text in a form document that changes from copy to copy.

**Vertical scroll** To move vertically within a document that is longer than the window, so that parts of it, formerly above or below the window, come into view.

**WHILE instruction** A macro instruction, similar to IF, which tests a condition and performs designated operations as long as the condition is true.

**Widow** A paragraph's final line when it appears alone at the top of a new page or column, while the rest of the paragraph is on the preceding page or column. Word avoids paragraph breaks that would leave widows. You can change this setting if you wish with the Print Options command.

**Window** A rectangular portion of the screen in which you view and edit a document or a style sheet. In Word, you can have up to eight windows open at once. Each window can contain a different document or any part of the same document that is visible in another window.

**Word** Any alphanumeric character or group of alphanumeric characters that is surrounded by separators. *See also* Separator.

**Wordwrap** Automatic placement of a word on the next line. When you type text and reach the right margin or indent, Word checks to see if the word you type fits completely on the active line. If not, Word automatically places the whole word on the next line.

**Zoom (window)** To display a window full size, so that it takes up all of the screen area. Zooming is relevant only if more than one window is open.

# Appendix A
# The Extended Character Set

The tables in this appendix show which codes to use to insert the symbols of the extended character set (referred to as ECS) in Word documents.

## The Extended Character Set

The extended character set (ECS) includes 256 characters. Besides the uppercase and lowercase letters, numbers, punctuation marks, and other familiar symbols, the character set includes foreign accented characters, mathematical symbols, and graphics characters. Many of these characters are not represented on the keyboard. However, Word gives you a way to insert these characters into your documents.

All of the extended characters will appear on your screen. However, this does not necessarily mean that all 256 characters will print on your printer. To print these characters, your printer must support the extended character set.

The ECS is not identical from printer to printer; see "Determining which Characters Print" later in this section. Your printer may print some characters, leave others blank, or print still others in nonstandard form. You can use a special macro, described later in this appendix, to see which ECS characters your printer can print.

Since many characters in the ECS do not correspond to a key on the keyboard, you must type their numeric codes to insert them in a Word document. The tables in this appendix show the code for each character in the ECS. To insert a special character, hold down ALT and type the numeric code for that character using the numbers on the numeric keypad. You must use the numeric keypad to enter ECS codes.

For example, to insert a C with cedilla (Ç), you would hold down ALT, type *128*, then release ALT.

## To insert special characters

1. Hold down ALT.
2. Type the character code on the numeric keypad.
3. Release ALT.

***Note*** Some characters in the extended character set are reserved for Word, so pressing their codes will do nothing. Others produce an action rather than a symbol; for example, pressing ALT+9 creates a tab, but does not display a tab symbol. These cases are noted in parentheses in the chart below.

Also note that a long hyphen (ASCII 196) and ASCII 15 are special characters that Word reserves for its own internal use. If you want to insert a long hyphen in a Word document, press CONTROL+ALT+MINUS (-). If you want to print the long hyphen, follow the procedure described in Chapter 6, "Using the MakePRD Program," in *Printer Information for Microsoft Word*, which explains how to modify your printer driver (PRD) file so you can print the long hyphen. For additional information about printing ECS characters, see Appendix A, "Printing Special Characters," in *Printer Information for Microsoft Word*.

## LETTER CODES

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 0 | (null) | 15 | ☼ | 30 | ▲ |
| 1 | ☺ | 16 | ► | 31 | (reserved) |
| 2 | ☻ | 17 | ◄ | 32 | (space) |
| 3 | ♥ | 18 | ↕ | 33 | ! |
| 4 | ♦ | 19 | ‼ | 34 | " |
| 5 | ♣ | 20 | ¶ | 35 | # |
| 6 | ♠ | 21 | § | 36 | $ |
| 7 | • | 22 | ▬ | 37 | % |
| 8 | ◘ | 23 | ↨ | 38 | & |
| 9 | (tab) | 24 | ↑ | 39 | ' |
| 10 | (paragraph) | 25 | ↓ | 40 | ( |
| 11 | (new line) | 26 | → | 41 | ) |
| 12 | (new page) | 27 | ← | 42 | * |
| 13 | (reserved) | 28 | ∟ | 43 | + |
| 14 | ♫ | 29 | ↔ | 44 | , |

## LETTER CODES

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 45 | - | 60 | < | 75 | K |
| 46 | . | 61 | = | 76 | L |
| 47 | / | 62 | > | 77 | M |
| 48 | 0 | 63 | ? | 78 | N |
| 49 | 1 | 64 | @ | 79 | O |
| 50 | 2 | 65 | A | 80 | P |
| 51 | 3 | 66 | B | 81 | Q |
| 52 | 4 | 67 | C | 82 | R |
| 53 | 5 | 68 | D | 83 | S |
| 54 | 6 | 69 | E | 84 | T |
| 55 | 7 | 70 | F | 85 | U |
| 56 | 8 | 71 | G | 86 | V |
| 57 | 9 | 72 | H | 87 | W |
| 58 | : | 73 | I | 88 | X |
| 59 | ; | 74 | J | 89 | Y |

## LETTER CODES

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 90 | Z | 105 | i | 120 | x |
| 91 | [ | 106 | j | 121 | y |
| 92 | \ | 107 | k | 122 | z |
| 93 | ] | 108 | l | 123 | { |
| 94 | ^ | 109 | m | 124 | ¦ |
| 95 | _ | 110 | n | 125 | } |
| 96 | ` | 111 | o | 126 | ~ |
| 97 | a | 112 | p | 127 | Δ |
| 98 | b | 113 | q | 128 | Ç |
| 99 | c | 114 | r | 129 | ü |
| 100 | d | 115 | s | 130 | é |
| 101 | e | 116 | t | 131 | â |
| 102 | f | 117 | u | 132 | ä |
| 103 | g | 118 | v | 133 | à |
| 104 | h | 119 | w | 134 | å |

## LETTER CODES

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 135 | ç | 149 | ò | 163 | ú |
| 136 | ê | 150 | û | 164 | ñ |
| 137 | ë | 151 | ù | 165 | Ñ |
| 138 | è | 152 | ÿ | 166 | ª |
| 139 | ï | 153 | ö | 167 | º |
| 140 | î | 154 | ü | 168 | ¿ |
| 141 | ì | 155 | ¢ | 169 | ⌐ |
| 142 | Ä | 156 | £ | 170 | ¬ |
| 143 | Å | 157 | ¥ | 171 | ½ |
| 144 | É | 158 | ₧ | 172 | ¼ |
| 145 | æ | 159 | ƒ | 173 | ¡ |
| 146 | Æ | 160 | á | 174 | « |
| 147 | ô | 161 | í | 175 | » |
| 148 | ö | 162 | ó | | |

## GRAPHICS

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 176 | ▒ | 192 | └ | 208 | ╨ |
| 177 | ▓ | 193 | ┴ | 209 | ╤ |
| 178 | ▓ | 194 | ┬ | 210 | ╥ |
| 179 | │ | 195 | ├ | 211 | ╙ |
| 180 | ┤ | 196 | ─ | 212 | ╘ |
| 181 | ╡ | 197 | ┼ | 213 | ╒ |
| 182 | ╢ | 198 | ╞ | 214 | ╓ |
| 183 | ╖ | 199 | ╟ | 215 | ╫ |
| 184 | ╕ | 200 | ╚ | 216 | ╪ |
| 185 | ╣ | 201 | ╔ | 217 | ┘ |
| 186 | ║ | 202 | ╩ | 218 | ┌ |
| 187 | ╗ | 203 | ╦ | 219 | ▉ |
| 188 | ╝ | 204 | ╠ | 220 | ▄ |
| 189 | ╜ | 205 | ═ | 221 | ▌ |
| 190 | ╛ | 206 | ╬ | 222 | ▐ |
| 191 | ┐ | 207 | ╧ | 223 | ▀ |

MATHEMATICAL SYMBOLS

| Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|
| 224 | α | 235 | δ | 246 | ÷ |
| 225 | β | 236 | ω | 247 | ≈ |
| 226 | Γ | 237 | φ | 248 | ° |
| 227 | π | 238 | ∈ | 249 | ∙ |
| 228 | Σ | 239 | ∩ | 250 | · |
| 229 | σ | 240 | ≡ | 251 | √ |
| 230 | μ | 241 | ± | 252 | n |
| 231 | τ | 242 | ≥ | 253 | 2 |
| 232 | Φ | 243 | ≤ | 254 | ■ |
| 233 | Θ | 244 | ⌠ | 255 | (reserved) |
| 234 | Ω | 245 | ⌡ | | |

## Determining which Characters Print

To view which characters in the ECS print on your printer, and which numeric codes you press to insert them in a Word document, you can run the supplied macro *character_test.mac*. The macro is located on Word Utility disk 2.

The *character_test.mac* macro prompts you for your printer name and the font in which you want to print the extended character set. The macro prints a list showing each character available for the font you selected and the numeric key combination to create that character. If your printer cannot print the full ECS, the list may contain blanks.

Refer to *Printer Information for Microsoft Word* for further details on printing and the extended character set.

## Combining Codes

You can combine codes from the character set to create composite characters or symbols. If this idea interests you, experiment by typing one code after another to see what the combination produces. For example, you can combine codes from the graphics portion of the character set to create the window borders used in Word.

The following list shows code combinations that reproduce symbols on some of the keys on the keyboard.

| Key Name | Symbol | Character Codes |
|---|---|---|
| ENTER | ←┘ | Alt-017+Alt-196+Alt-217 |
| TAB | →\| | Alt-196+Alt-016+Alt-179 |
| BACKTAB | \|← | Alt-179+Alt-017+Alt-196 |
| BACKSPACE | ← | Alt-017+Alt-196 |

# Appendix B
# Additional Setup Information

This appendix describes:

- How to modify your CONFIG.SYS and AUTOEXEC.BAT files
- The various display modes of video adapters supported by Word
- What to do if you have two video adapters and you want both to be available for use with Word
- How to use Word with Microsoft RAMDrive
- What to do if your keyboard doesn't behave as expected when you run Word
- Using Expanded Memory with Word

## Modifying CONFIG.SYS and AUTOEXEC.BAT

When you run Setup, the program offers to modify your CONFIG.SYS and AUTOEXEC.BAT files with information Word needs in order to operate properly. If you choose not to have Word modify the files, you'll need to do so yourself. (You'll find the detailed information about what you'll need to add to these files in Chapter 1, "Setting Up and Starting Word," in *Using Microsoft Word*.)

To modify CONFIG.SYS and AUTOEXEC.BAT, you can use your operating system's line editor utility (EDLIN), any basic text editor, or you can use Word.

To use EDLIN, refer to your operating system manual. To use another text editor, refer to its manual. To use Word, see the procedure "To modify CONFIG.SYS and AUTOEXEC.BAT with Word," below.

Whichever method you use, be sure to restart your computer after modifying the files. Since your computer looks at CONFIG.SYS and AUTOEXEC.BAT only at startup, this step is necessary in order for the information you've added or changed to take effect.

### To modify CONFIG.SYS and AUTOEXEC.BAT with Word

This procedure assumes you have started Word.

1. Press CONTROL + F7 or choose **T**ransfer **L**oad.
2. In the "filename" field, type the full pathname of the file you want to load. For example: *c:\config.sys*, or *a:\autoexec.bat*

   (You can type the name in upper- or lowercase.)
3. Add the necessary line(s) to the file.

   For example, if you're adding a PATH command to the AUTOEXEC.BAT file so you'll be able to start Word from directories other than the Word directory, you would add a line to the file that would begin with *path* =, followed by the pathnames of directories, each separated by a semicolon (;). The following is an example of what a typical path statement might look like:

   *path = c:\; c:\batch; c:\opsys; c:\word; c:\excel*

   Be sure to include the root directory and the parent directories of any subdirectories you list.
4. Press CONTROL + F10 or choose **T**ransfer **S**ave to save the file.
5. Word proposes the current name in the "filename" field. Do not change the name.
6. Press ENTER or click the command name to save the file.
7. When you have made all of the necessary changes to these file(s), choose **Q**uit to quit Word after you save the file(s).
8. Restart your computer.

   Since your computer looks at CONFIG.SYS and AUTOEXEC.BAT only at startup, this step is necessary in order for the information you've added or changed to take effect.

## Choosing Display Modes of Video Adapters

Depending on the capabilities of your video adapter, you can display your Word documents in a variety of display modes. There are two categories of display modes: graphics and text (character). Graphics modes display character formats (bold, italic, etc.) to give you a better idea of how a document will look when printed. Text modes are faster. For more information on graphics and text modes, see Chapter 1, "Setting Up and Starting Word," in *Using Microsoft Word*.

To use a graphics mode, you must have a video adapter with graphics capabilities installed in your computer.

You choose a display mode by pressing F1 in the "display mode" field of the Options command and selecting a mode. Word remembers the last two modes you selected. You can quickly switch between these two modes by pressing ALT + F9.

Initially, Word is set for text mode, and displays 25 lines.

Listed below are the various modes available for the video adapters supported by Word. Except where indicated, display modes operate under either the DOS or OS/2 operating system.

## MDA (IBM Monochrome Display Adapter)

This adapter does not display graphics.

- text mode, 25 lines, 2 colors

## CGA (Color Graphics Adapter)

- text mode, 25 lines, 8 colors
- 640 x 200 res, 25 lines, 2 colors

## EGA Standard (64K Memory)

The MDA and CGA modes, plus the following modes are available with an EGA (Enhanced Graphic Adapter) standard adapter (64K memory) and an Enhanced Color Display (ECD) monitor. (Substitute "2 colors" for "16 colors" if you use a monochrome monitor with this adapter.)

- 640 x 200 res, 25 lines, 16 colors (CGA)
- text mode, 25 lines, 16 colors
- 640 x 350 res, 25 lines, 2 colors
- text mode, 43 lines, 16 colors
- 640 x 350 res, 43 lines, 2 colors

## EGA Extended (128K or 256K Memory)

The MDA, CGA, EGA standard modes, and the following modes are available with an EGA extended adapter (128K or 256K memory) and an Enhanced Color Display (ECD) monitor. (Substitute "2 colors" for "16 colors" if you use a monochrome monitor with this adapter.)

- 640 x 350 res, 25 lines, 16 colors
- text mode, 25 lines, 16 colors
- 640 x 350 res, 43 lines, 16 colors
- text mode, 43 lines, 16 colors

## IBM Personal System/2 Model 30 (MCGA)

- 640 x 480 res, 30 lines x 80 characters, 2 colors
- text mode, 25 lines x 80 characters, 2 colors
- 640 x 480 res, 60 lines x 80 characters, 2 colors

### IBM Personal System/2 Model 50, 60, 80 (VGA)

All of the CGA, EGA and MCGA modes above, plus:

- 640 x 480 res, 30 lines x 80 characters, 16 colors
- text mode, 25 lines x 80 characters, 16 colors
- 640 x 480 res, 60 lines x 80 characters, 16 colors
- text mode, 50 lines x 80 characters, 16 colors

### IBM 8514/A

The following display modes are available under DOS only.

- 1024 x 768 res, 38 lines x 102 characters, 16 colors
- 1024 x 768 res, 48 lines x 128 characters, 16 colors
- text mode, 25 lines x 80 characters, 16 colors
- text mode, 50 lines x 80 characters, 16 colors

### Hercules GB101, GB102

The following display modes are available under DOS only.

- 720 x 350 res, 25 lines x 80 characters, 2 colors
- text mode, 25 lines x 80 characters, 2 colors
- 720 x 350 res, 43 lines x 90 characters, 2 colors

### Hercules Plus GB112

If you run Word on a system with both a Hercules Ramfont GB112 and a Hercules Color adapter GB200, the GB112 has to be set to Full using the utility provided by Hercules with the adapter.

The following display modes are available under DOS only.

- 720 x 350 res, 25 lines x 80 characters, 2 colors
- Ramfont mode, 25 lines x 80 characters, 2 colors
- 720 x 350 res, 43 lines x 90 characters, 2 colors
- Ramfont mode, 35 lines x 80 characters, 2 colors

### Hercules GB222 (Ramfonts or color support)

The following display modes are available under DOS only.

- 720 x 350 res, 25 lines x 80 characters, 2 colors
- Ramfont mode, 25 lines x 80 characters, 2 colors
- Ramfont mode, 35 lines x 90 characters, 2 colors
- 43 lines x 90 characters, 2 colors

## Genius

The following display modes are available under DOS only.

- text mode, 66 lines x 80 characters, 2 colors
- 1024 x 768 res, 66 lines x 80 characters, 2 colors

## AT&T 6300, COMPAQ Portable III, Hewlett-Packard Vectra, and Ericsson Personal Computers

The following display modes are available under DOS only.

- 640 x 400 res, 25 lines x 80 characters, 2 colors
- text mode, 25 lines x 80 characters, 16 colors (2 colors only on monochrome monitors)

## Toshiba 3100 Personal Computer

The following display modes are available under DOS only.

- 640 x 400 res, 25 lines x 80 characters, 2 colors
- text mode, 25 lines x 80 characters, 2 colors

***Note*** More video adapters may be supported at the time you receive the Word package. The Setup program will list all of the available adapters. For more information, see the README.DOC file on the Word Utilities disk 1.

## Using Word With Two Video Adapters

When you run Setup, the program creates a video driver file for the video adapter you select. The file is called SCREEN.VID, and Setup copies the file to the Word directory (or to the workstation Word directory when you set up a network workstation). Word uses this file to take advantage of your video adapter's capabilities.

If you use two video adapters in your computer (for example, EGA and Hercules, or EGA and monochrome), Word will run the primary adapter—the one you've set as primary in your operating system. You should select this adapter in Setup. If you also want to use the secondary adapter with Word on occasion, take the following steps:

1. Copy the SCREEN.VID file to another name. To do this, use your operating system's COPY command.

   For example: *copy screen.vid ega.vid*

2. Run Setup again, and when prompted to choose a video adapter, select your other adapter (the one you didn't select the first time you ran Setup).

3. After you exit Setup, copy SCREEN.VID (now containing information for your other adapter) to another name.

   For example, *copy screen.vid mono.vid*

4. Create two batch files—one that copies the VID file for your first adapter to SCREEN.VID; the other that copies the VID file for your second adapter to SCREEN.VID.

   Using the examples above, you would create one batch file that contains the line, *copy ega.vid screen.vid*

   You might name this file EGA.BAT. Next, you would create a second batch file that contains the line, *copy mono.vid screen.vid*
   You might name this file MONO.BAT.

5. Before starting Word, run the batch file for the video adapter you want Word to use.

## Using Word with RAMDrive

You can use Word with Microsoft RAMDrive or another electronic disk drive. You will get enhanced performance if you use expanded memory (above 640K) for RAMDrive. See "Using Word with Expanded Memory," later in this appendix.

You should make sure the RAMDrive or electronic disk is correctly installed, as described in its manual.

### To use Word with RAMDrive

1. Copy the following files to RAMDrive from the Word Program disk:
   - *.OVL (copies all files with the extension .OVL)
   - MW.INI
   - WORD.EXE
   - HYPH.DAT
   - MW.HLP (optional)
   - The PRD files for the printers you will be using
   - SCREEN.VID (video driver)
2. At the system prompt, type the designator for RAMDrive — for example, type *d:*
3. Start Word.

***Note*** If you want Word to have a record of which options you choose with the Options, Print Options, and Transfer Options commands during the editing session, you must copy the MW.INI file from the RAMDrive to the Word disk before turning off the computer.

## Word with RAM-resident Software or Noncompatible Keyboards

If you notice that keys don't behave as documented on certain enhanced keyboards, or when you're running RAM-resident software, you can start Word using a special switch: /K.

If you have an enhanced PC keyboard, this will make it work as if it was a non-enhanced keyboard. This might also help if you're running terminate-and-stay-resident programs, and keys don't behave as documented. (You will not be able to use the F11 and F12 keys, or the extended key pad keys with NUMLOCK on.)

To use this switch, follow the procedure appropriate to your system for starting Word, except:

- Instead of typing *word* at the operating system command prompt, type: *word /K* You can type either a lowercase or uppercase K.

***Note*** If you run a terminate-and-stay-resident program in graphics mode, press CONTROL + SHIFT + \ to redraw the screen if necessary. For a United Kingdom enhanced keyboard, press CONTROL + SHIFT + #.

# Using Word with Expanded Memory

If you have expanded memory in your computer, Word will operate significantly faster and will be able to handle larger tasks than it would on a comparable computer without expanded memory. This increase in speed and capacity will be most noticeable during memory-intensive operations such as:

- Search and Replace
- Pagination (whether automatic or manual)
- Library Autosort
- Library Table
- Library Index
- Lengthy edits
- Complex math operations
- Complex macros

Word supports the LIM (Lotus-Intel-Microsoft) expanded memory specification 3.2 or above. Expanded memory is supplied through the installation of a special memory board in your computer, or your computer may have been originally equipped with additional memory. In either case, follow the instructions that came with your expanded memory board or your computer to set up your expanded memory.

## Using Expanded Memory Under OS/2, DOS

When running under OS/2, Word is automatically set up to use all the memory available in your computer, including memory beyond 640K. The 640K limit which applies to DOS does not exist when Word runs as an OS/2 application.

When running under DOS, Word is automatically set up to use all the memory available within the 640K limit for conventional memory. When you have expanded memory, Word will take advantage of it to operate faster and more efficiently.

## Using Expanded Memory as an Electronic Disk Drive

You can use expanded memory with a program such as Microsoft RAMDrive to perform the operations of a disk drive. Since it has no mechanical parts, an electronic disk drive can operate much faster than a hard disk or floppy disk drive. For information on installing an electronic disk drive in memory, see "Using Word with RAMDrive," earlier in this appendix.

***Note*** An electronic disk drive can also be used with conventional memory (below 640K). However, this will cause less memory to be available for Word's normal operations.

# Appendix C
# Questions and Answers About Word

This appendix answers commonly asked questions about Word. The explanations assume you have a good understanding of how to accomplish your task, but are having difficulty completing it. See the appropriate section in *Using Microsoft Word* for complete information about the task.

## Formatting Questions

- *Why don't the speed formatting keys for character formatting (ALT+B, ALT+U, and so on) work on a single character?*

  You can format two ways: either after the text is typed or as the text is typed. The speed formatting keys are set up to accommodate both methods of working.

  When the selection is a single character, pressing the speed formatting keys one time turns on the format for characters to be typed.

  Pressing the speed formatting keys two times applies the formatting only to the selected character.

- *Why does an ALT+U format (or any other speed formatting keys for a character format) seem to hang on forever? Once I press ALT+U, underlining seems to crop up everywhere I type in the document.*

  There are three possible explanations:

  —You didn't press ALT + SPACEBAR after typing the underlined text. Pressing ALT + SPACEBAR returns you to standard character format.

  —As you formatted with speed formatting keys for character formats, a paragraph mark was part of your selection. If you start a new paragraph, the new paragraph will have the formats you assigned to the paragraph mark. To be sure you have changed back to standard character format, press ALT + SPACEBAR twice just before you start typing.

  —You are using a paragraph style that has the underline character format defined as its standard character style. Apply a different paragraph style.

- *How can I change the left or right margin for the whole document?*

  Choose the Format Division Margins command and set the margins. If your document has more than one division, press SHIFT + F10 to select the whole document, then choose the Format Division Margins command and set the margins.

- *I created a document in Word 4.0. When I print the same document in Word 5.0, the margins along the edge of paper are different. I have not made any changes to the document. Why is it printing differently?*

  Word 5.0 automatically accounts for the unprintable regions of your laser printer. Earlier versions of Word did not account for these regions, therefore you had to adjust the margins you set for the document. See Chapter 2, "Supported Printers," in *Printer Information for Microsoft Word* for more information about unprintable regions.

  Word 5.0 allows you to specify the actual paper size you are using and the precise margins you want. To print with the exact vertical and horizontal margins you want, choose the Format Division Margins command and type the precise margins in the "top," "bottom," "left," and "right" fields. If you use style sheets, make the changes to the margins in the Standard variant of the division style.

- *I defined a style for standard paragraph format and assigned it a character format (bold, for example) as the standard character format. However, when I assigned the style to a paragraph formatted in italic, the characters didn't change to bold. Why not?*

  The standard character format from a style sheet will not override direct formatting you assign with the built-in speed formatting keys or with the Format commands. If, before assigning the style, you select the paragraph, then press ALT+I to apply direct formatting, Word will leave the paragraph italic even if later you apply a format from a style sheet.

  To allow a style sheet paragraph format to take effect, select the paragraph, then press ALT+SPACEBAR. This action tells Word to use the standard character format for the paragraph style you assigned to the paragraph.

- *How can I change the default font character?*

  Word uses a fixed-space, 12-point font as its default character format. You can define a different default character font and size by changing character formatting in the style which uses the Paragraph Standard variant.

  Word automatically assigns the formatting instructions in Paragraph Standard to every unstyled, unformatted, or standard style paragraph in your document. The character format defined in Paragraph Standard becomes the default character format for the entire document.

  You can change this format in NORMAL.STY and any of your style sheets. If you change it in NORMAL.STY, the character format you choose will be in effect whenever you start a new document.

- *I'm typing along and after the line breaks (the words wrap to the next line) a dotted line appears on the screen. Why does this line appear and what does it mean?*

  The dotted line denotes a page break. It appears when you have selected Auto in the "paginate" field of the Options command. If you do not want Word to show page breaks as you work on a document, select Manual in the "paginate" field.

- *How can I set the margins, tabs, and other settings and measurements so that Word will remember them from session to session?*

  Word automatically remembers many settings for the window, for measurements, and for the printing setup. For a full list of the settings Word remembers automatically, see the description of the Quit command in the "Edit Menu Commands" section of Chapter 1, "Commands."

  You can define default page margins which are used by Word for all new documents. Set the "use as default" field in the Format Division Margins command to Yes after specifying the margins you want to use as defaults. Existing documents that do not contain any division marks will use the defaults you specify here. Existing documents which have at least one division mark will not use these defaults.

  The standard division style overrides these defaults, and an explicit division mark (formatted either directly or with a style other than the standard) will override everything.

  The "use as default" field is not in the Gallery menu for a style sheet's margin settings.

  If you use style sheet formatting, you need to define styles for the style sheet called NORMAL.STY to have Word remember formatting from one session to the next so that each new document has the same format. On this style sheet, you need to define two styles: Paragraph Standard and Division Standard. Word automatically applies these two styles to every new document.

- *How can I tell what formatting the characters have when I'm using a monochrome screen in text mode?*

  On monochrome screens in text mode, bold characters appear as brighter characters. All other character formatting appears as underlining. To distinguish among the different formats that underlining represents, select the characters you want to know about, then choose the Format Character command. The responses in the command fields indicate the formatting.

- *I'd like to import a screen image from my company's software product into a Word document. How can I do this?*

  Microsoft provides you with a special program to "capture" screen images and import them into Word documents. The program, entitled Capture.COM, is located on Word Utilities disk 3. Refer to the capture README.DOC instructions on Word Utilities disk 1.

- *How can I get two columns of text on the top of a page and four columns on the bottom of the same page?*

  Choose the Format Division Layout command to specify the number of columns on the first part of the page, (in this example, two).

  To assign a different number of columns to the bottom of the same page, enter a division break by pressing CONTROL+ENTER. You must specify the division break as "continuous" under Format Division Layout to avoid a page break. Then, assign the layout on the bottom half of the page to have four columns. Only the number of columns will change when starting the new division.

  Note that for all other division breaks which include new margins, running heads, or other formatting changes, you should select Page in the "division break" field of Format Division Layout.

- *I'm designing a 2-column newsletter and want to position a graphic in the center of the page between the two columns. I set the "horizontal frame position" field in the Format pOsition command to Centered; however, the frame is centering itself within the column. Why?*

  The horizontal and vertical frame position assignments depend on the value set in the "relative to" field. Your field value is apparently set to Column. Change this to Page and your graphic will position itself in the center of the page.

- *Can I align a running head at the top of the page to the margins, and on the same page align a running head at the bottom of the page beyond my text margins?*

  Yes. Word can align running heads to the left margin or to the edge of the paper. One alignment is based on the left and right margins set with the Format Division Margins command, while the other option extends the running head beyond the text to the edge of the paper. The alignment option is stored exclusively with each running head, therefore a division may have a top running head printed between the margins and a bottom running head printed beyond the margins.

  To create a running head, choose the Format Running-head command. To format the running head margins, select the running head paragraph, choose the Format Paragraph command, and set the left and right indents where you want the running head margins to be.

- *I want to format our company logo to print at the bottom of every page of my document. I've imported the graphic, formatted it using the Format Running-head command, and selected bottom in the "position" field. However, my logo is printing at the top of the page. Why?*

  This will happen if you specify to print the logo (frame) at the top of the page in the Format pOsition command.

  The positioning of a running head frame is controlled by the field assignments in Format pOsition. The "position" field in Format Running-head does not affect the placement of a frame. Change the "vertical frame position" field in Format pOsition to move your logo down on the page.

- *I was deleting a few characters and the paragraph suddenly changed format. What happened?*

  The formatting for a paragraph is stored in the paragraph mark. When you delete a paragraph mark, the text is joined to the following paragraph and receives the formatting stored in the remaining paragraph mark.

  To restore the paragraph formatting, first choose the Undo command. If Undo doesn't restore the format, insert a new paragraph mark, then format the paragraph as you want it.

  To see the paragraph marks on the screen, the "show non-printing symbols" field in the Options command must be set to either Partial or All.

- *I am using the line draw feature with a style sheet and an automatic line draw style. My lines print correctly; however, the text I inserted with the overtype mode within the lines either does not appear or prints as strange characters. Why?*

  When using an automatic line draw style, line draw characters are formatted with a line draw font. Therefore, text inserted using overtype within the line draw area will also inherit this style. You must format this text manually with a non-symbol font.

To ensure that the items which align on the screen also align when you print, the text should be formatted with a fixed-pitch font with the same size as the line draw font size (e.g., Courier 12). For more information on line drawing, see Chapter 23, "Line Drawing," in *Using Microsoft Word.*

- *I loaded a fully paginated document into Word; however, the document did not retain any page breaks, and I had to repaginate again. Why?*

  The printer currently assigned in the "printer" field of the Print Options command is not the same printer that was assigned at the time you paginated and saved your document. Therefore, Word had to repaginate the document to ensure proper page breaking for the new printer.

- *Word's speed formatting keys no longer seem to work. For example, normally I use the ALT+B key combination to make selected text bold. But now this key combination causes Word to assign a style of text to the whole paragraph.*

  You have a style sheet attached to your document, and you have a style defined with the key code "B." Therefore, the paragraph containing the word you want to make bold is formatted with the style you have defined with the key code "B."

  To use the speed formatting keys when you have a style sheet attached, precede the key code with an X. For example, instead of pressing ALT+B to make a word bold, press ALT+XB.

- *I have prepared a table in Word which consists of several columns of text and numbers. However, even though the columns appear properly aligned on the screen, they are not aligned when the document is printed. Why?*

  You are using Word's default tab stops. Word allows two types of tabs in a document. The first is known as the "default" tab stop. The other, far more powerful, tab mechanism is the "formatted" or custom tab stop.

  Formatted tabs must be used when preparing a table whose elements consist of text formatted for proportionally spaced fonts. This is true because each character formatted for a proportionally spaced font can be of a different width; therefore you cannot use the default tab stops (even though they appear to make the columns line up on the screen).

  After you have set your custom tabs for the desired position, make sure you do not enter more than one tab character between each successive tab stop. Also, never enter spaces into a table in an effort to make the table align properly on the screen.

- *I've got the "show layout" option turned on, and I want to move the highlight to the next column on the screen. I don't have a mouse installed for my computer, and would like to know how to move the highlight to the next column when I'm in the show layout mode.*

  Press CONTROL+TAB. To move to the previous column or object, press CONTROL+SHIFT+TAB.

- *I turned on the print preview feature, but discovered I cannot edit the document. Is there a way I can edit text with the document displayed in actual page format?*

  Yes, by turning on the "show layout" field in the Options command.

  Word provides two ways to look at the page design before printing. Show layout displays the position of specially placed layout objects in surrounding text and also shows multiple columns on screen. If you have graphics, show layout displays the frame position and size that contains the graphics — but not the graphics themselves. You can edit text while in the show layout mode.

  Print preview displays a page exactly as it will look when printed. This includes displaying all graphics, margins, columns, running heads, and so on. You cannot edit while in print preview mode.

- *I've imported a graphic into my document. Using the print preview feature, I can see that the text surrounding the graphic is too close. Can I increase the amount of space between the graphic and the outlying text?*

  Yes. Word is preset to add 1/6 inch (.16) of white space between the graphic's frame and surrounding text. You can add to this by choosing the Format pOsition command and entering the additional space you want in the "distance from text" field.

  Alternatively, you can also leave more space between the graphic and the frame assigned to hold the graphic. When importing the graphic using the Library Link Graphics command, type in the number of lines you want between the graphic and its frame in the "space before" and "space after" fields.

- *I have just loaded a large file consisting of lines of text, each ending with a paragraph mark. The paragraph marks inhibit Word's automatic line wrap as I edit the file. Is there an easy way to remove the paragraph marks at the end of each line and maintain a blank line between each paragraph?*

  A three-step process is required to remove the paragraph marks from lines that do not end paragraphs. For instructions, see "Removing Unwanted Paragraph Marks from an ASCII file" in Chapter 10, "Searching and Replacing," in *Using Microsoft Word*.

## General Questions

- *I have a mouse attached to my computer, but the mouse pointer does not appear when I start Word. Why not?*

  Before the mouse pointer will appear, you must install the mouse program. See Chapter 1, "Setting Up and Starting Word," in *Using Microsoft Word,* and the *Microsoft Mouse* manual for instructions about installing the mouse program.

- *The mouse pointer I see doesn't look like the arrow shown in the manual. Why not?*

  If you are using an IBM monochrome screen or if you are running Word in a text mode, the mouse pointer appears as a blinking square. To display an arrow mouse pointer, you need graphics display capability.

- *Sometimes when I press the direction keys, my computer beeps or I see numbers inserted into my document. Why?*

  When you press NUMLOCK, the direction keys become number keys, and the keys act as they do on a typical 10-key keypad. Press NUMLOCK again to turn off number lock. When NUMLOCK is on, *NL* appears in the status line.

- *Sometimes Word beeps when I press BACKSPACE. Why?*

  BACKSPACE works differently when overtype is turned on. In overtype mode, pressing BACKSPACE does not erase; rather, it extends the selection to the left, but only as far as the beginning of the selection when you started overtyping. When the selection reaches the beginning of the original selection, Word beeps. If you want to erase text outside the original selection, use the mouse or the direction keys to select the text.

- *Why do I have to enter margins and tab stops in inches instead of lines or characters?*

  Word provides 6 different units of measure; inches is one of them. Word's default settings assume horizontal measurements are in inches and vertical measurements are in lines.

  Word gives you great flexibility in formatting characters in different sizes. However, a single unit of measure that works for various character sizes is easier to work with than a unit of measure that changes with the size of the characters. For example, if you set a margin of 10 characters, then enter some text in 12-point characters and some in 8-point characters, the margins will not line up. Using inches to specify margins overcomes this problem.

  If you use only one fixed-pitch font and want to use characters as the horizontal unit of measure, choose the Options command, and then in the "measure" field, select either P10 for 10-pitch (pica) characters or P12 for 12-pitch (elite) characters.

- *I have the "show layout" field set to Yes, and have created areas in my document to hold imported graphics (frames). When I move the highlight horizontally to a new frame, the 0" mark on the ruler shifts its position across the screen. Why is the ruler moving around like this?*

  The ruler is scaled so the 0" mark aligns with the left edge of the selected frame. This ensures that paragraph indents or tabs in the frame are shown at their proper position on the ruler.

  Also note that this ruler is scaled so that frames appear aligned with the position where they actually start, and an inch on the ruler holds an inch of printed text. The scale function of the ruler also applies when the "show layout" field is set to No (in regular text mode) and when the "show line breaks" field in the Options command is set to Yes.

- *I have set autosave to save my document every 15 minutes. In the event of a computer crash, how would I recover these files? And in my day-to-day work when I normally don't need to recover these saved files, are they taking up a lot of space on my disk drive?*

  When the "autosave" field is set to Yes, Word creates temporary files and saves each open document, style sheet, and glossary that has been changed since the last save interval. These temporary files have the same filename as the associated document, and a different extension. The extensions all begin with SV (save) and are .SVD, .SVS, and .SVG (representing the document, style sheet and glossary, respectively).

  Word displays a message if it detects autosave files when the program first starts. You have the option to recover or ignore these files at that time.

Quitting Word automatically erases all temporary files created by autosave since the program was first started. These files are stored and used only in the event of a system crash or power failure, or when you do not choose the Quit command to exit Word. Since these files are deleted when you quit Word normally, they will not take up any space on your disk drive.

- *How can I see the tab stops and margins while I'm entering, revising, and formatting a document?*

  Turn on the ruler. With the mouse, point to the upper-right corner of the window and click the left button. With keys, choose the Options command, then select Yes in the "show ruler" command field. The ruler shows tab stops and indents for the paragraph that contains the highlight. If the ruler is on when you quit Word, it will come on when you restart.

- *I am running Word from a network. I am trying to load a document and the Word displays the message "File is read only." What does this mean?*

  The file attribute is set to read only = Yes. This prevents multiple users from editing a single document simultaneously. If you want to make and save changes to a read-only file, you must save it under a different name.

- *How do I calculate the pitch of characters from the point size, and vice versa?*

  To convert from pitch or points to the other, divide the size into 120. For example, 10-pitch (pica) is 12-point type (120/10 = 12). Similarly, 12-pitch (elite) is 10-point type (120/12 = 10). These two conversions can cause confusion because of their similarity.

## Printing Questions

- *I've imported graphics into my document; however, they are not printing. And the graphics do not appear in print preview. I know my computer and printer support the display and printing of graphics. Why is this happening?*

  The "draft" field of the Print Options command is set to Yes. Printing in draft mode speeds up the printing process for a draft review, but when in draft mode, the printer ignores microspace text justification and does not print imported graphics. Select No in the "draft" field to have graphics appear and print in your document.

- *Occasionally, in the middle of a document page, the last line of a paragraph or portions of a box in my document don't print. What causes this?*

  This is an indication that your printer is running out of memory. This situation occurs most frequently when you have multiple font changes on one page (this includes changing a character from plain to bold or italics), or a large number of boxes or graphics on a single page. Reduce the number of font changes or graphics on the page and try printing again.

  Contact your printer's manufacturer for more information concerning the memory restraints of the printer's configuration.

- *I am trying to have Word download fonts to my printer, and I keep getting the message "Font file not found."*

  When you instruct Word to download after choosing the Print Printer command, Word first looks through your document to build a list of fonts to be downloaded.

The font files and data files (data files have the extension .DAT) must be stored on same the directory as the printer driver files (printer driver files have the extension .PRD).

You'll see the message "Font file not found" when the downloading program cannot find the font files, i.e., they are not located in the same directory as the printer and data files.

To correct this problem, verify that the files are in their proper directories. Type the path for these files in the "printer" field of the Print Options command.

If you are using a Hewlett-Packard LaserJet, and you're certain the font files are located together with the PRD and DAT files, check to see if you have formatted with a font that is larger than 14 points for bold. In general, the large font sizes are defined as bold-only fonts. Any characters formatted for these font sizes must be formatted as bold.

- *I have a Hewlett-Packard LaserJet printer. When I used Word 4.0, the page length and width settings were 11" long and 8" wide. What should these settings be in Word 5.0?*

  Word 5.0 takes into account the unprintable regions on a laser printer. Since there is no longer a need to consider the unprintable regions in your page measurements, change the page settings to their actual length and width. Choose the Format Division Margins command and type 11" in the "page length field" and 8.5" in the "width" field.

- *Why can't I get extended character 196 to print? I know my printer can print a long hyphen (em dash), and Word shows it on the screen after I press* ALT+196. *What do I need to do to print this character?*

  The long hyphen in the IBM extended character set, ASCII character 196, is a special character that Word reserves for its own internal use. You can create a long hyphen (also called an *em dash*) by pressing ALT+CONTROL+MINUS (-).

  In order to print an em dash using ASCII 196, follow the procedure described in Chapter 6, "Using the MakePRD Program," in *Printer Information for Microsoft Word*.

- *I am printing my document on a dot matrix printer. It is printing according to the line breaks and page breaks I have set; however, the justified text is not properly spaced. Does my printer not support justified text?*

  The "draft" field of the Print Options command is set to Yes. By turning the draft option on, Word speeds up the draft printing because the printer does not format any justified text for microspace justification. Since microspace justification is what Word uses to justify text to make sure that an equal amount of space is between words, printing in draft mode disables this feature. Therefore, your text has the appearance of improper spacing.

## Other Sources of Help

Some other sources of help are users' groups. A user group is made up of people who have the same hardware and software interests. Users' groups typically have sections dealing with specific types of software. Software and hardware dealers are good places to learn about the users' groups in your area.

If you have a modem and telecommunications software, you can join the Microsoft Forum on the CompuServe Information Service. The Microsoft Forum emphasizes Microsoft systems and applications software. You will find user-written PRD files, macros, supplemental dictionaries, tips on using Microsoft software with other products, and help from experienced users on many topics. The Microsoft Forum is open to all CompuServe subscribers and does not charge any fees. (You still must pay the normal CompuServe access charges and any network charges, however.) Type *GO MSOFT* at any CompuServe system prompt.

# Appendix D
# Changing File Formats

This appendix describes two file conversion programs supplied with the Word package. One converts Word documents to and from DCA format. The other converts Word documents to and from RTF format.

In this appendix:

- Converting DCA and Word documents
- Converting RTF and Word documents

## Converting DCA and Word Documents

The WORD_DCA conversion program on the Word Utilities disk 3 converts Revisable-Form-Text DCA documents to Word format. It also can convert Word documents to the Revisable-Form-Text DCA format. The conversion program is called WORD_DCA.EXE.

***Note*** If your operation system is OS/2, you must run WORD_DCA in DOS compatibility mode.

You can start the conversion program from a system prompt or from within Word using the macros *dca_load.mac* or *dca_save.mac*, two of the supplied macros in MACRO.GLY on the Word Utilities disk 2.

Whenever you run the conversion program, you must type the complete pathnames for the document you want to convert — your input document — and for the converted document — your output document.

The DCA conversion program leaves you with two files after conversion: your output document (the converted document) and your original input document.

Before converting a Word document with style sheets or multiple columns, you need to reformat it. For more information, see "Style Sheets" or "Multiple Columns," below. You can use the supplied macro *freeze_style.mac*, in the file MACRO.GLY on the Word Utilities disk 2, to prepare a Word document for conversion.

Reformatting is also necessary to convert a DCA document containing document comments. For more information, read the section "Converting DCA and Word Document Formats" in this appendix before starting the program.

***Note*** A DCA document converted to Word format becomes approximately 25 percent larger; a Word document converted to DCA format becomes approximately 25 percent smaller. These changes are caused by the different document structures of Word and DCA files. You do not lose or gain any text in the conversion process.

## Running the WORD_DCA Conversion Program

There are three ways to start the DCA program:

- You can start the program from within Word with one of Word's supplied macros—this is the recommended and simplest method.
- You can run the conversion program directly by typing *word_dca* at the system prompt and following the program instructions.
- You can start the program by typing the command name, input files, output files, and type of conversion as one line.

### To run the program through supplied macros

1. Choose **T**ransfer **G**lossary **L**oad to load MACRO.GLY from the Word Utilities disk 2 or your Word directory.
2. Run *dca_load.mac* to convert a DCA file and load it into Word, or *dca_save.mac* to save a Word file and convert it to DCA format.

### To start the program directly and follow the instructions

1. Insert the Word Utilities disk 3 in drive A, or if you have WORD_DCA.EXE on your hard disk, change to its directory.
2. At the system prompt, type *word_dca* and press ENTER to start the conversion program.
3. If the DCA document you want to convert is on a floppy disk, insert the disk into your disk drive when you are prompted for the input filename.

After you start the WORD_DCA program, follow the instructions and menu on the screen. The program prompts you for the type of conversion, the input filename, and the output filename.

### To start the program by typing input and output filenames as one line

- To convert from DCA to Word, type the following command line:
  *word_dca -i=input_file1, input_file2, . . . -c=dca,msw -o=output_file1, output_file2, . . .*

- To convert from Word to DCA, type the following command line:
  *word_dca -i=input_file1, input_file2, . . . -c=msw,dca -o=output_file1, output_file2, . . .*

The variables in the command line are:

-i Indicates your list of input filenames (input_file1, input_file2 . . . )

-c Indicates the type of conversion (DCA to Word or Word to DCA)

-o Indicates the list of output filenames (output_file1, output_file2 . . .) that corresponds to your list of input filenames

WORD_DCA leaves the input document on its original floppy disk or directory. If the input document is in the current directory, give the output document a new name or change its directory; otherwise, the conversion program will overwrite the input document.

After you convert a Word document to DCA format, you can work on it with any system that can read or interpret Revisable-Form-Text DCA documents.

## Converting DCA and Word Document Formats

### Fonts

When the WORD_DCA program converts a Word document to DCA format, it changes any unknown font type or size to the closest equivalent in the DCA format.

### Merge Information

WORD_DCA converts merge instructions and information in your document as if they were regular text. The conversion program does not merge information from a data document when you convert a main document from Word to DCA format. Information from a data document is merged with a main document only when the main document is printed through Word.

The converted file also cannot be used as a main document to be merged with a data document. The original Word file, however, still can serve as a main document for use with Word's merge features.

Merge information includes field names, conditional instructions, and characters such as: «, », ,(comma), and =.

### Style Sheets

When you convert a Word document that has been formatted with a style sheet, WORD_DCA ignores the style sheet and converts only the formatting contained in the document itself. However, you can convert style sheet formatting to direct formatting in the input document so the program will include it in your converted document.

To convert style sheet formatting to direct formatting, you can run the provided macro called *freeze_style.mac* in MACRO.GLY on Word Utilities disk 2, or use the following procedures.

## To convert style sheet formatting

To convert style sheet formatting, use the Format Character and Format Paragraph commands before you convert your document:

1. Load the document into Word.
2. Press SHIFT+F10, or click both mouse buttons in the selection bar, to select the entire document.
3. Press ESCAPE.
4. Choose **F**ormat **C**haracter.
5. In the "uppercase" field, select No.
6. Press ENTER or click the command name to freeze the character styles.

Now use the Format Paragraph command:

1. Press ESCAPE.
2. Choose **F**ormat **P**aragraph.
3. In the "keep together" field, select No.
4. Press ENTER or click on the command name to freeze paragraph styles.

Your document is now directly formatted with the style sheet information.

If you want to keep a copy of the original document (the one that uses a style sheet), save your current changes under a different filename. Choose the Transfer Save command, enter a new filename, then choose the Quit command.

If you don't want a copy of the original document, choose the Quit command without choosing the Transfer Save command. Press Y when Word displays a message asking you if you want to save your edits. This saves the document under its original name.

### Multiple Columns

WORD_DCA will not correctly convert a Word document formatted with multiple newspaper-style columns. You can, however, correctly convert the document if you reformat it as one column before you convert it.

## To reformat a multiple-column document as a single-column document

1. Load the document into Word.
2. Press SHIFT+F10 or click both mouse buttons in the selection bar to select the entire document.
3. Press ESCAPE.
4. Choose **F**ormat **D**ivision **L**ayout.
5. In the "number of columns" field, type *1*
6. Press ENTER or click the command name to change the format to one column.

If you want to keep a copy of the original document (the one with multiple columns), save your current changes under a different filename. Choose the Transfer Save command, enter a new filename, then choose the Quit command.

If you don't want a copy of the original document, choose the Quit command without choosing the Transfer Save command. Press Y in response to the Word message asking you if you want to save the changes you have made. This action saves the changed document under its original name.

## Conversion Exceptions

For information on conversion exceptions, see the file WORD_DCA.DOC on Word Utilities disk 2.

## Error Messages

Below is a list of error messages you may encounter when using the WORD_DCA conversion utility:

**Can't open main document text file**
WORD_DCA cannot find the file you specified as the input file. This message will appear if the input file does not exist, the path is incorrect, or the filename is spelled incorrectly.

**The input file is not a valid DCA/RTF file**
You are attempting to convert from DCA to Word format, but the file you specified as the input file was not saved in DCA/RTF format.

**The input file is not a valid Word file**
You are attempting to convert from Word to DCA format, but the input file is not a Word formatted file. To correct the problem, load the file into Word and save it with the "format" field set to Word.

**Cannot write data. Check available disk space.**
There is not enough disk space to store the converted document. Before trying again, delete unneeded files to make more room, or use a different floppy disk if you have a floppy disk system.

# Converting RTF and Word Documents

RTF (Rich Text Format) is a Microsoft word processing document format. RTF enables you to encode Word document formatting in ASCII codes to allow interpretation by other programs that read this format. With RTF, you can transfer documents from one application to another and not lose any formatting.

The RTF conversion program is provided in two versions, one for DOS and one for OS/2. The DOS version is called RTF_DOS.EXE. The OS/2 version is called RTF_OS2.EXE. Both programs are on Word Utilities disk 3.

***Note*** When you run Setup and you have a hard disk, the appropriate version for your operating system is copied to your Word program directory. The DOS version is shown in the examples. If your operating system is OS/2, type *rtf_os2* instead of *rtf_dos*.

## Running the WORD_RTF Conversion Program

There are four ways to start the RTF program.

- Type *rtf_dos* and follow the instructions and menus on screen. The program will prompt you to specify the input filename, then the output filename. If they exist, Word style sheets and RTF styles are converted as appropriate.
- Type *rtf_dos filename1 filename2* Substitute the input filename for *filename1*, and the output filename for *filename2*. The program will automatically detect the format of the input file and perform the appropriate conversion without prompts—RTF to Word, or Word to RTF. If they exist, Word style sheets and RTF styles are converted as appropriate.
- Type *rtf_dos /s* so that the program will not prompt you if it doesn't find a style sheet. You can also specify input and output filenames when you start the program this way by typing *rtf_dos filename1 filename2 /s*
- Type *rtf_dos /g* to avoid all prompts, error messages, etc., except for input and output filenames. You can also specify input and output filenames when you start the program this way by typing *rtf_dos filename1 filename2 /g*

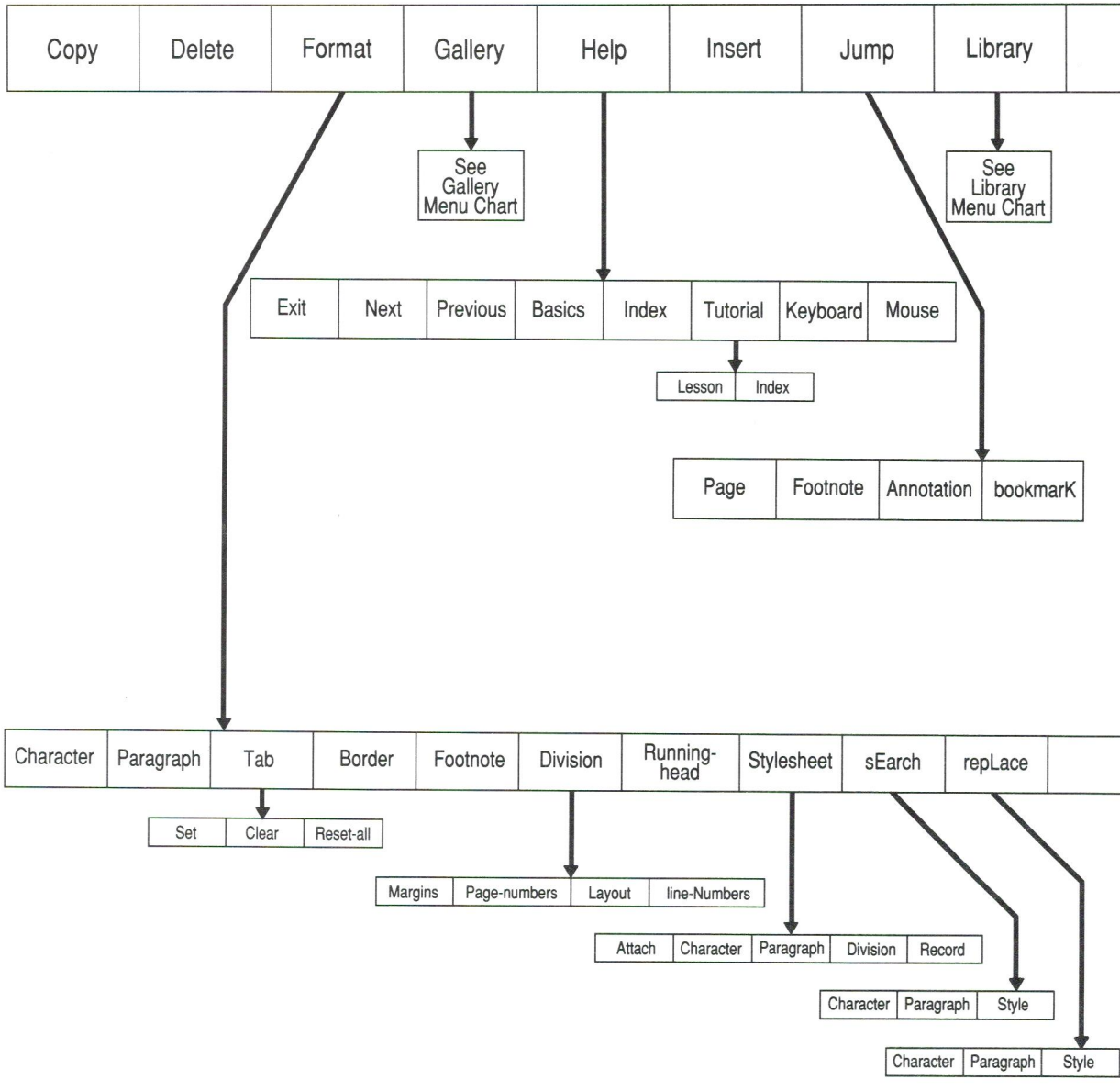
Unless otherwise specified, the filename extensions will be .RTF for RTF documents and .DOC for Word documents.

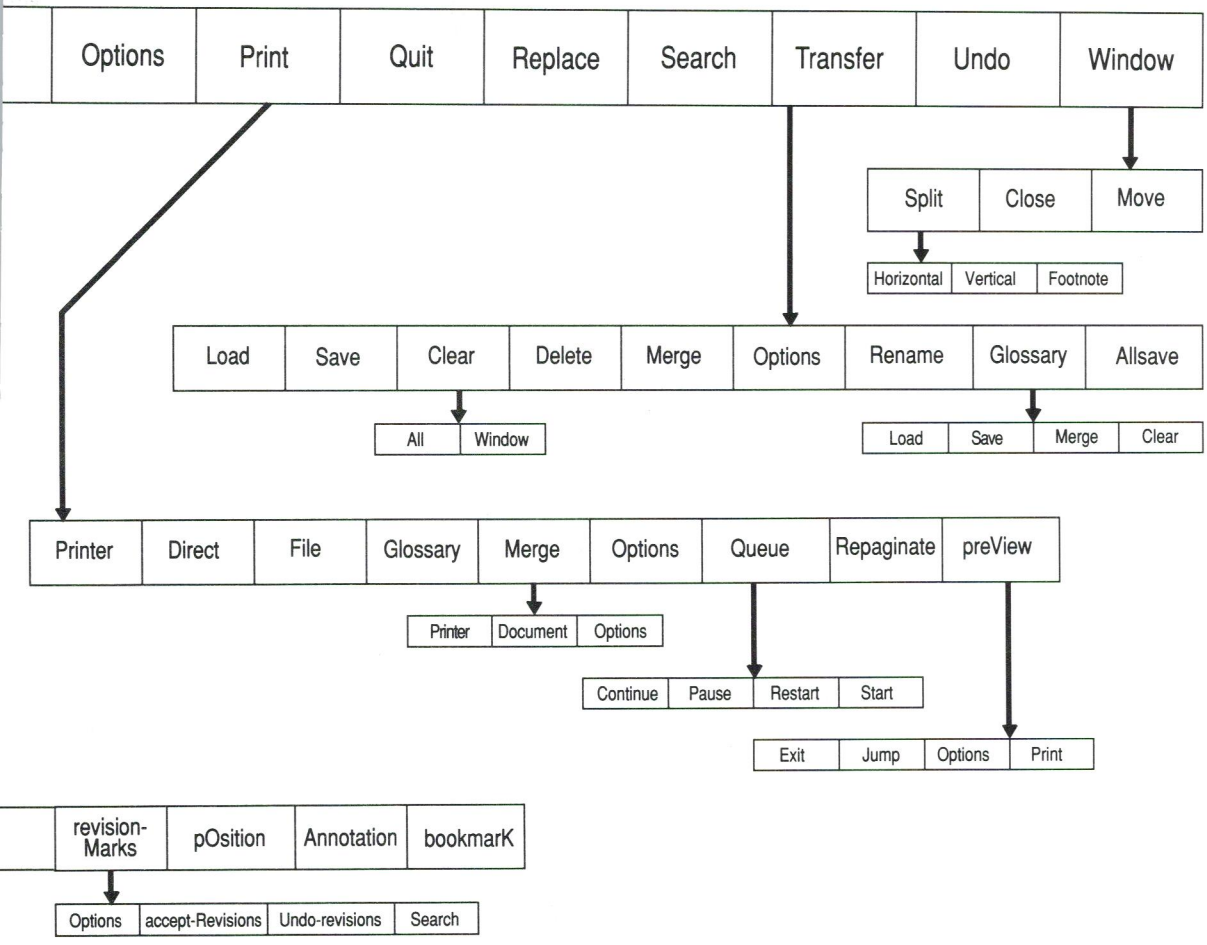
You can also use wildcards when specifying filenames. For example, **.DOC*, **.RTF*.

For information on conversion exceptions, see the file WORD_RTF.DOC on Word Utilities disk 3.

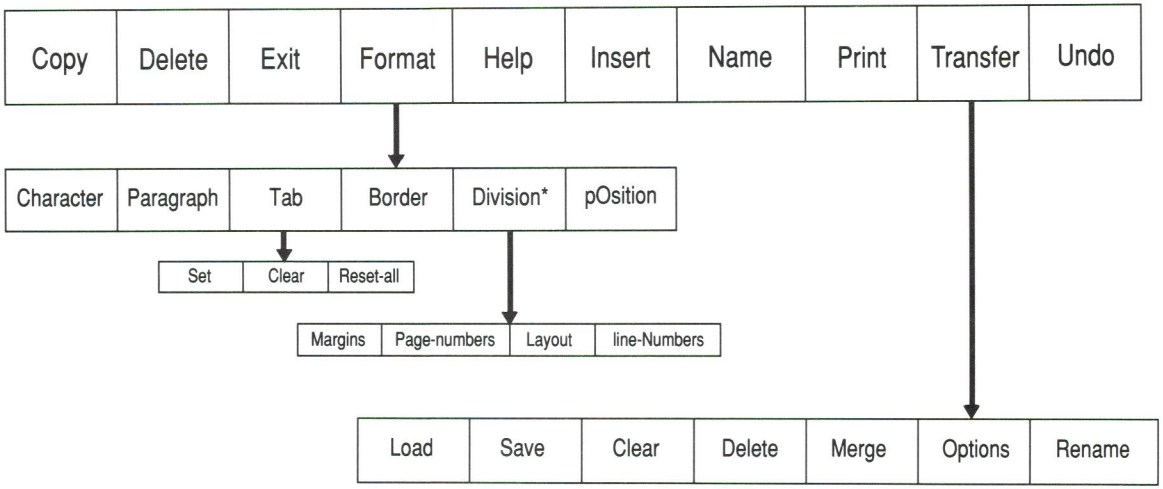
# Appendix E
# Word 5.0 Command Map

## Edit Menu Chart

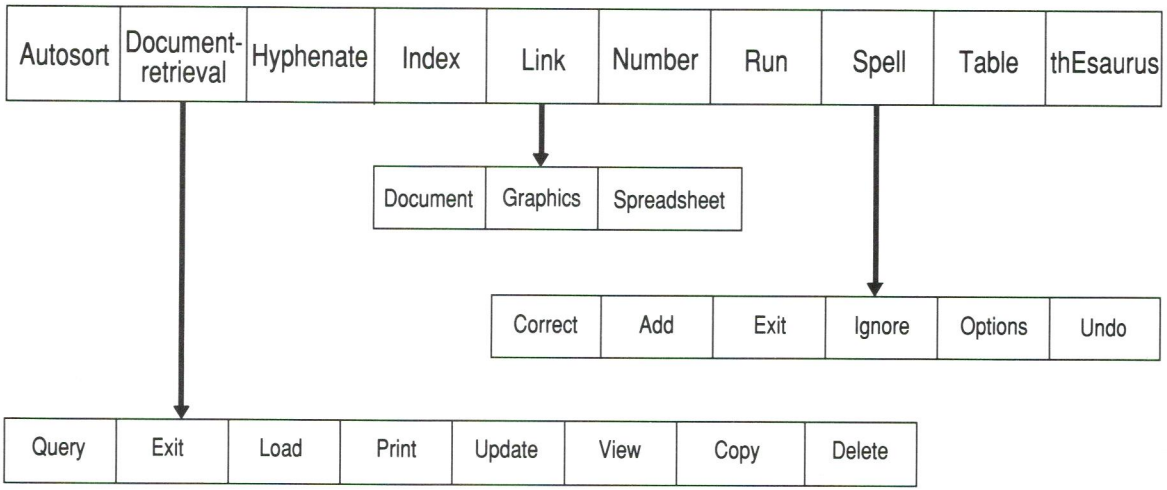



Options
Print
Quit
Replace
Search
Transfer
Undo
Window
Split
Close
Move
Horizontal
Vertical
Footnote
Load
Save
Clear
Delete
Merge
Options
Rename
Glossary
Allsave
All
Window
Load
Save
Merge
Clear
Printer
Direct
File
Glossary
Merge
Options
Queue
Repaginate
preView
Printer
Document
Options
Continue
Pause
Restart
Start
Exit
Jump
Options
Print
revision-Marks
pOsition
Annotation
bookmarK
Options
accept-Revisions
Undo-revisions
Search

## Gallery Menu Chart




## Library Menu Chart




* The Division menu appears only when you format a division style.

# Appendix F
# Word Statistics

This appendix lists maximum sizes for various Word elements and operations, as well as the size of Word's dictionary and thesaurus. You can check this information if you get an error message and need to know Word's limits, or if you want to check the limits before attempting a Word action.

If you exceed the listed limits, Word may display an error message. Exceeding the limit for the maximum size of a paragraph will slow Word's performance and may cause unpredictable behavior.

## Word Statistics

(For file sizes, no limit means limited only by available disk space.)

### Documents

Max. document size: 8.3 Mb

Max. length of document name: 8 characters + extension

Max. number of documents open at once for editing: 8

Max. page length: 22

Max. page width: 22

Max. margins: 22

Max. number of fonts per document: 64 types (256 if you count normal, bold, italic, and bolditalic as separate types)

Max. number of tabs per paragraph: 19

Max. number of styles per style sheet: 125

Max. number of columns: 22 (with page width set to 22" and distance between columns .01")

Max. number of consecutive side-by-side paragraphs: 32

Max. line length: 255 characters

Max. size of a single paragraph: 32K

Max. size of bookmark text: no limit

Max. spreadsheet size for import: 32K

## Documents

Max. number of footnotes: no limit
Max. number of annotations: no limit
Max. number of index entries: memory dependent
Max. number of table of contents entries: memory dependent
Max. number of bookmarks per document: no limit
Max. number of automatically numbered series (for cross-reference): no limit
Max. number of paragraphs or headings for sorting: memory dependent

## Spell and Thesaurus

Number of words in spell dictionary: 130,000 words
Number of words in thesaurus: 15,000 roots, 220,000 synonyms
Max. number of words that can be added to the main dictionary: no limit
Max. number of words in user dictionary: no limit
Max. number of words in document dictionary: no limit
Max. number of user dictionaries in use at once: 1

## Macros and Glossaries

Max. number of glossary entries/macros in a single glossary file: no limit
Max. size of a single glossary entry/macro: no limit
Max. size of glossary/macro file: no limit
Max. length of glossary entry/macro name: 31 characters
Max. number of nested levels in macros: 16
Max. number of variables in a macro (including nested macros): 64
Max. length of macro variable name: 64 characters
Max. length of text string allowed in IF statement: 256 characters
Max. length of prompt allowed in PAUSE, SET, ASK or MESSAGE: 80 characters

## Merge

Max. number of fields in main document: no limit
Max. size of data file: no limit
Max. length of field name: 64 characters
Max. number of fields in header: 256
Max. number of nested INCLUDE's: 64
Max. length of text string allowed in IF statement: 256 characters
Max. length of prompt allowed in SET or ASK : 80 characters

## Search and Document Retrieval

Max. search text length (Search command): 256 characters
Max. document text length (Query command): 80 characters
Max. length of document title: 40 characters
Max. length of author: 40 characters
Max. length of operator: 40 characters
Max. length of comments: 256 characters
Max. length of keywords: 80 characters
Max. length of version number: 10 characters

# Appendix G
# Network Administrator's Guide

Several users can share Word on a network. In most cases, Word 5.0 operates in the same manner on a network as it does on a standard personal computer. When used on a network, Word resides on the network server, and multiple users share the same Word program, as opposed to each user storing a copy of Word on each workstation. (Throughout this appendix, "you" refers to the network administrator. "User" refers to anyone running Word from a workstation.)

Word has built-in features that prevent users from accidentally overwriting one another's files. The Word package also contains special utilities for changing files into read-only or read-write files.

The network should be operational before you set up Word. Word will work the same on a DOS or OS/2 server connected to either a DOS or OS/2 workstation. For best performance, each user's workstation should have at least 384K of RAM available at the time Word is started.

***Note*** To comply with the license agreement for Microsoft Word, each concurrent user of Microsoft Word on the network must have a Microsoft Word manual and license, available as the Microsoft Word Workstation User Manual Pack. Each concurrent user of Microsoft Word must have exclusive access to a Microsoft Word manual during his use.

## Setting Up Word

Setting up Word on a network is a two-step process. First you install Word on the network file server, and then you set up the individual workstations.

Note that users can create documents at their own workstations or on the file server itself. If users work on the file server, they should create and store documents in their own user directories—they should never work in the Word program directory.

User directories should be read-write so that users can edit documents. The Word program directory, however, can be read-write or read-only.

## Getting Ready to Set Up Word

Before you set up Word, gather the information and supplies you'll need. These items include:

- The Word Program disks, Utilities disks, and Printer disks.
- The Spell and Thesaurus disks (both are optional).
- The Learning Word disks (optional).
- The make and model of the printers on the network you intend to use with Word, as well as any printers to be used with Word that are connected directly to workstations.
- The types of computers, video adapters and displays used in the workstations you'll be setting up for Word.
- The name of the directory on the network server to which you want to copy the Word program files. (This directory is referred to as the *Word program directory* for the rest of this appendix.)

  Setup will create the Word program directory if it doesn't already exist.

## Installing Word on the Network Server

You install Word on a network server either by running Setup on the server itself, or by running Setup on a workstation and specifying a server drive/directory as the Word program directory.

If the server is dedicated, you have to disconnect it from the network during this operation. You can install Word on the server without disrupting its normal operation by using the workstation method.

To start the server installation using either method, choose the "Network" option in Setup, and make sure you install all the computers, video adapters, and printers used on the workstations so the workstations can be set up properly after you set up the server. As a convenience, Setup allows you either to select all of the provided options for these items in one step, or to select individually the choices that apply to your network.

***Note*** You may want to make the Word program directory on the file server a read-only directory. This is recommended but not required.

### To install Word on the network server

If you're installing from a network workstation, make sure you're connected to the server drive/directory.

1. Insert Word Utilities disk 1 in drive A.
2. At the operating system prompt, type *a:setup*
3. Press ENTER.
4. When the menu of Setup options appears, select "Network."

5 When prompted, type the drive and directory on the server for the Word program directory.

If you haven't created a directory yet, Setup creates one with the name you specify.

6 Follow the instructions on the screen for copying the Word program files to the Word program directory.

When prompted, select the computer models and video adapters used on the workstations. If you're not sure at this time, choose "All" in each case instead of individual models—this will make all models available when you set up the workstations.

You should also copy the Spell files, Thesaurus, and Learning Word (optional) to the Word program directory.

7 Install the printers used with the server as well as those used by individual workstations.

Setup returns you to the system prompt when the setup process is finished.

### About Printer Drivers and Downloadable Fonts

Setup initially will copy the printer drivers you've selected to the Word program directory. These printer drivers will be the only ones listed as available when setting up the workstations. If you want to add to the list, run Setup again.

If you're using downloadable fonts, the printer drivers, fonts, and the font data files (extension .DAT) must be in the same directory for Word to download successfully. This directory does not have to be in the Word program directory. If you decide to keep these files in another directory, do not move the printer drivers before setting up the workstations. If you move these files later, you need to tell workstation users the files' new location so they can change the path name in the "printer" field of the Print Options command to the new directory.

## Setting Up Workstations to Run Word

After running Setup to install Word on the server, you set up each network workstation to use Word by running a variation of the Setup program on the workstation.

The Setup program was copied to the Word program directory on the server when you ran Setup the first time on the server. The workstation Setup program will:

- Add the Word program directory to the user's local path by updating the user's AUTOEXEC.BAT file (or STARTUP.CMD for OS/2).
- Specify the user's Word directory on the workstation. This is the directory in which Word stores the user's MW.INI file and speller dictionary files. Setup adds the line SET MSWNET = *directory* to the user's AUTOEXEC.BAT file. This line has two purposes: it tells Word to operate in network mode, and it tells Word where to find the user's workstation Word directory.
- Allow you to select a video driver. Setup will copy the appropriate driver to the Word directory on the workstation and call it SCREEN.VID.

***Note*** For the rest of the appendix, AUTOEXEC.BAT will also refer to the STARTUP.CMD if you are running Word under OS/2.

***Note*** Setup gives you the opportunity to say "no" to updating of the AUTOEXEC.BAT file as well as the CONFIG.SYS file. However, if you say "no," you must add the information described above to the file yourself for Word to operate on the workstation. For more information on Word's requirements for AUTOEXEC.BAT and CONFIG.SYS, see Chapter 1, "Setting Up and Starting Word," in *Using Microsoft Word*.

### To set up network workstations

This procedure assumes you are working at the workstation you want to set up, and you are connected to the Word program directory on the server.

1. Start the workstation variation of Setup by typing *server path setup user*
   For server path, type the path of the Word program directory on the server. For example: *e:\word setup user* Be sure to type a space between Setup and user.
2. Press ENTER to start the program.

Follow the instructions on the screen to complete the workstation setup. When finished, Setup takes you back to the system prompt.

#### *Notes*

- Whether Setup modifies the user's AUTOEXEC.BAT and CONFIG.SYS files, or you modify them yourself, restart the workstation before starting Word so that the changes to these files will take effect.
- Setup adds the Word program directory on the server to the workstation path; for example, E:\WORD. For users to be able to start Word from their workstations, they must use the same drive letter when connecting to that server.
- Users should start Word from their own read-write Word directories on their workstations, and not from the Word program directory on the file server.
- The hard disk directory or floppy disk drive specified for MSWNET must be read-write. Word writes the file MW.INI to this directory and updates the dictionary to this directory.

## Style Sheets, Glossaries, and Spelling Dictionaries

You should consider how Word handles style sheets, glossaries, and spelling dictionaries when you set up workstations.

- Word always looks first in the user's current directory, then in the workstation Word directory for the standard style sheet NORMAL.STY, and the standard glossary NORMAL.GLY. If it does not find the files in these directories, Word then looks in the Word program directory on the server.
- Users should store their own style sheet and glossary files in their workstation Word directories.

- If users want their own versions of NORMAL.STY and NORMAL.GLY, you can copy these files to the workstation Word directories. These files will not be shared by others on the network if they are maintained on the workstations. For more information, see "Using Style Sheet and Glossary Files," later in this appendix.
- If you want users to share a standard NORMAL.STY or NORMAL.GLY, do not copy these files to the workstations. Users can share these files in the Word program directory on the server. It is recommended that you make these files read-only (with the RDONLY utility supplied with Word) for two reasons: to make them always available to users, and to protect them from accidental changes or deletions. For more information, see "Using Read-Only Files," later in this appendix.
- When a user checks spelling, Word looks in the Word program directory on the server for the standard dictionary and in the user's workstation Word directory for words added to the dictionary by the user. The name of the speller update file on the workstation is UPDAT-AM.CMP. For more information, see "Using Spell," later in this section.

The following table gives examples of where you might put Word files on a typical network. This example assumes that users with hard disk workstations access the network as drive E and their local hard disks as drive C and that users with floppy disk workstations access the network as drive E and their local floppy disk drive as drive B.

***Note*** If the all printer and font files are in the Word program directory on the server, it will be easier to set up the workstations.

## Sample Network Configuration

**File server**

| Directory or Disk | Files |
|---|---|
| E:\WORD<br>(program directory) | Word program files |
| | Standard documents (optional) |
| | Standard style sheets |
| | NORMAL.STY |
| | Standard spelling dictionaries |
| | NORMAL.GLY |
| | .PRD and .DAT files |
| | Printer .INI files |
| | Downloadable fonts |

**Hard disk workstation**

| Directory or Disk | Files |
|---|---|
| C:\ (root directory) | AUTOEXEC.BAT containing:<br>PATH = E:\WORD<br>SET MSWNET = C:\WORD |
| C:\WORD (Word directory) | User's MW.INI<br>User's own documents<br>User's style sheets<br>Individual user dictionaries<br>User's copy of NORMAL.STY (optional)<br>User's copy of NORMAL.GLY (optional) |

**Floppy disk workstation**

| Directory or Disk | Files |
|---|---|
| Drive A: | DOS startup disk with AUTOEXEC.BAT containing:<br>PATH = E:\WORD<br>SET MSWNET = B:\ |
| Drive B: | Document disks, containing documents plus:<br>User's MW.INI (optional)<br>User's NORMAL.GLY (optional)<br>NORMAL.STY (optional)<br>User's own documents<br>User's own dictionaries |

## Using Read-Only Files

Read-only files are not "locked" — several users can load them at once. Changes made to read-only files can't be saved under the original name, so the original file remains unchanged.

If two or more users need to look at documents, glossaries, or style sheets at the same time, or if you want to store standard documents, style sheets, glossary entries, or spelling dictionaries on the file server, you can make all those files read only.

When a user loads a read-only file, Word displays a message saying the file is read only. Word also displays an asterisk (*) in front of the filename.

To change a file into a read-only file, you, or any user, can run the RDONLY utility. (When you run Setup, the program puts this utility in the Word program directory on the server.)

## To change a file to read-only

1. You should be in the directory where the file is stored.
2. At the system prompt, type *rdonly filename* and press ENTER.
   *Filename* is the name of the file you want to change to read-only status.

***Note*** When working in Word, a user also can load a file as read-only for just the current session so that other users can load the file as well. To do this, the user should select Yes in the "read only" field of the Transfer Load command when loading the file.

To change a read-only file back into a read-write file, you can run the RDWRITE utility. Users then can load a read-write file and save changes to it without having to save it under a different filename. The file will be locked and other users will be unable to load it while it is in use. (When you run Setup, the Setup program puts the RDWRITE utility in the Word program directory on the file server.)

## To change a file back to read-write

1. You should be in the directory where the file is stored.
2. At the system prompt, type *rdwrite filename* and press ENTER.
   *Filename* is the name of the file you want to change to read-write status.

Both the RDONLY and RDWRITE utility programs use the wildcard characters * and ? so that you can specify multiple filenames. You can change several files at the same time by typing their filenames separated by spaces.

## To save an edited version of a read-only file

In order to save an edited version of a read-only file, the user must change its filename. The original file will remain unchanged.

1. Choose **T**ransfer **S**ave to save the file, or choose **T**ransfer **R**ename to rename the file.
   Word does not propose the current filename in the "filename" field of either command.
   If a user chooses **T**ransfer **R**ename to rename a read-only file, Word does not rename the original file on disk. Instead, Word removes read-only status from the file and proposes the new name in the "filename" field when the user subsequently chooses **T**ransfer **S**ave.
2. Type the new filename and press ENTER.

Word creates a new file and makes it a read-write file. The original file remains unchanged.

***Note*** RDONLY and RDWRITE are DOS utilities. To change the status of a file under OS/2, use the ATTRIB OS/2 command.

# Locking and Unlocking Files

## To lock files

When a user loads a read-write document, style sheet, or glossary file, Word locks the file so that no other user can read or edit it at the same time.

These actions lock a read-write file:

- Loading a document locks both the file and any style sheet attached to it.
- Loading a glossary.
- Merging a document, a style sheet, or a glossary locks that document, style sheet, or glossary. If a user merges a file into the current file with the Transfer Merge command, Word locks the file that was merged until the current file is saved.

If a user tries to load a locked file, Word displays a message saying the glossary or style sheet is locked by another user or application.

If a file is locked, the Library Document-retrieval Query command may not display complete information about the file.

## To unlock files

If a user doesn't want to lock a document, style sheet, or glossary, the user can make the file read only (with the RDONLY utility or the ATTRIB command) before loading the file, or the user can select Yes in the "read only" field when choosing the Transfer Load command. Then several users can load the file, but they cannot save changes unless the modified files are saved under different filenames.

Saving does not unlock a file as long as it remains in use on a workstation.

These commands unlock read-write files:

- Quit, which also ends the session.
- Transfer Clear Window, which clears the window and unlocks the file that was in it. If a style sheet is attached to the document, Transfer Clear Window would also unlock the document's style sheet.
- Transfer Clear All, which clears all windows and unlocks glossaries and style sheets from memory.
- Transfer Save, which unlocks the original version of the file only when a user saves a locked file under a new filename.

# Using Style Sheet and Glossary Files

When a user loads a document with a style sheet attached, Word looks for the style sheet and loads it as well.

If a user loads a document with a style sheet attached, or edits a style sheet in the Gallery, Word locks the style sheet. If another user tries to load a document containing the locked style sheet, the style sheet will not be available, and Word will display a message saying the style sheet is locked by another user. In this case, Word will display the document without using the style sheet.

If a user loads a glossary with the Transfer Glossary Load command or merges a glossary with the Transfer Glossary Merge command, Word will open it as a read-write file and lock it to other users. If another user tries to load or merge a locked glossary, Word will display a message saying the file is locked by another user.

## NORMAL.GLY and NORMAL.STY

Word searches for the standard style sheet file, NORMAL.STY, each time a user creates a new document. A new document is created when a user:

- Starts Word without using the /L switch to load the last document displayed in the previous Word session
- Chooses the Transfer Clear All command
- Chooses the Transfer Clear Window command
- Chooses the Window Split (Horizontal or Vertical) command with the "clear new window" field set to Yes

Word also looks for the standard glossary, NORMAL.GLY, whenever a user starts Word.

When looking for the standard style sheet and glossary files, Word first looks in the user's current directory and then the user's workstation Word directory (as specified in Setup) for these files. If Word can't find the files in these directories, it looks in the program directory on the server. When Word finds NORMAL.GLY or NORMAL.STY, Word opens it and locks the file to other users (unless the network administrator has made either a read-only file).

Because Word always looks first in the workstation Word directory for NORMAL.GLY and NORMAL.STY, users can keep their own versions of the standard style sheet and glossary files in these directories.

***Note*** If users want to share NORMAL.GLY and NORMAL.STY, these files should be stored in the program directory and made into read-only files with the RDONLY utility. Then users can always look at and use these files, but they cannot make changes to them.

## Using Spell

The Library Spell command starts Word's program to check and correct spelling. The Spell program creates and updates UPDAT-AM.CMP, the file in which additions to the main dictionary are stored, and all TMP files. All of these files are in the workstation Word directory.

When a user adds words to the main dictionary, the new words are added to the dictionary in that user's workstation. The dictionaries on other workstations and on the server are not updated. To update dictionaries of all network users to keep them identical, the network administrator must combine all UPDAT-AM.CMP files stored on the workstations into one UPDAT-AM.CMP file and then copy that file into each workstation's Word directory.

***Note*** To run Spell, users must type the name of their program directory in the "speller path" field of the Options command. They'll have to do this only once; the information will be stored automatically in each user's MW.INI file.

## Printing with Word

Most networks use a shared printer for several personal computers. A print spooler runs on the file server and queues jobs for printing. At any given time, the print queue contains all documents waiting to be printed.

Network users should print documents by choosing the Print Printer command. This command will send documents to the queue managed by the network operating system. Users should not attempt to queue documents by selecting Yes in the "queued" field of the Print Options command.

### To see the print queue

Each network operating system has its own commands for managing and viewing the print queue. The network administrator should give users the appropriate commands for viewing the queue. They can issue these commands from within Word by following the procedure below.

1. Choose **L**ibrary **R**un.
2. Type the desired network command.
3. Press ENTER.

***Hint*** Users could create a macro to perform this function. For information on creating macros, see Chapter 24, "Macros," in *Using Microsoft Word.*

### To change printers

If a user wants to use a printer connected to a workstation, or if the network doesn't use a shared printer, the user must choose the Print Options command to specify a printer, printer settings, and a port (for example, LPT1: or COM1:) before printing documents.

These settings are stored in the MW.INI file in the user's workstation Word directory. Word sends subsequent print jobs to the specified printer until the user changes the printer settings again with the Print Options command.

### How Word handles print jobs

If the network printer uses downloadable fonts or requires an initialization (INI) file before it can begin printing, Word sends the fonts or INI file with the document to the printer as one print job.

If the network administrator has already downloaded certain fonts, users can type N when Word displays a message asking if the user wants to download fonts. If the fonts have not been downloaded already, users should type Y.

When a user chooses the Print Queue command, Word creates a TMP file in the user directory for each queued document and sends the output to the printer as one print job.

When a user chooses the Print Merge command, Word sends the entire merged output for all records as one print job so that no other print job interferes. However, if a user chooses Print Merge and then Print Queue, Word sends each merged record as a single print job and other print jobs can print between individual records. This can cause problems with downloaded fonts, or if Word needs to send an initialization file before it prints (for example, when the network printer uses PostScript).

### To control print feed

If a user selects Continuous in the "paper feed" field of the Print Options command, Word sends a document to the printer as one print job.

If a user selects Manual in the "paper feed" field, Word sends the document to the printer one page at a time.

Users should select the Manual option only for a printer that requires them to insert paper after each page is printed.

## Saving Disk Space

Occasionally, TMP files may remain on the hard disk. This usually happens if a user leaves the Word program without choosing the Quit command. To save space, the network administrator can delete TMP files while no one is running Word.

***Note*** If you delete TMP files while users are running Word, they can lose work.

# Information on Specific Networks

This section contains information for using 3Com and Novell networks.

## 3Com

The 3Com 3+ network operating system fully supports both MS-DOS 3.1 and all features of Word 5.0. However, the earlier EtherSeries operating system does not support the file-locking features of MS-DOS 3.1.

It is also important to make sure that users do not share documents in the same volume or directory. The Word program files or users' documents should never be stored in a volume with the /SHAR access privilege. Users may share the Word program when it is stored in a public volume (access type /PUB), but they must keep all data and user documents in private volumes (access type /PRIV). Failure to do so can result in data loss.

You can determine the access type of a volume by typing the EtherSeries command ES DIR /L which shows name, size, and access rights to all volumes you've linked. A private volume will be listed as PRIV, a public volume as PUB, and a shared volume as SHAR.

### To set up Word on 3Com 3Station diskless workstations

To run Setup on the 3Station, Setup must have read-write access to the workstation's "start volume," because it attempts to modify the CONFIG.SYS and AUTOEXEC.BAT files on this volume. You can give Setup access to the "start volume," in the two ways described below. If just a few users share the start volume, and a short disruption in network activity is not a problem, use the first method. However, if many users share the start volume, and if you do not want to disrupt network activity, use the second method.

#### First method

1. Have all users using the start volume "unlink" from it (3S UNLINK).
2. Change the start volume's access to give it a password (required for a "private" or read-write status), and then set it to private.
3. Link the volume.
4. Run the workstation version of Word's Setup program on each 3Station using this start volume. For instructions, see "To set up network workstations," earlier in this appendix.
5. When you've finished setting up the 3Stations using this start volume, set the volume back to "public" (read-only), and remove the password if desired.

**Second Method**

1. Create a copy of the start volume currently in use.
   This is done with the 3S Create command to create a new volume, specifying the old one as the "source."
2. Make the copy of the start volume private.
3. Run the workstation version of Word's Setup program on each 3Station using this start volume. For instructions, see "To set up network workstations," earlier in this appendix.
4. When you've finished setting up the 3Stations using this start volume, make the volume public.

Users can be switched to the new volume one at a time. The 3Station has a battery-backed CMOS RAM which, among other things, knows the name of the start volume from which it should boot. This name can be reset from the 3Station keyboard by entering the 3Station diagnostic and setup routines.

***Note*** When 3Station users share a start volume, they must also share the same workstation Word directory, since this directory is determined by the MSWNET setting in the start volume's AUTOEXEC.BAT file. This means that these users must also share the same MW.INI file and updates to the standard dictionary because these are stored in the workstation Word directory.

In order for Word to operate correctly, the workstation Word directory must be a read-write directory.

If you want each 3Station user to have his own workstation Word directory, each will need to have his own start volume as well.

## Novell

When printing with a Novell network spooler, users need to run a program that spools the file before printing and ends the spool job after printing so the network software can capture the print data. Users can use these commands within Word by using the Library Run command.

***Hint*** Users could create macros to perform the spooler functions. For information on creating macros, see Chapter 24, "Macros," in *Using Microsoft Word.*

# Index


3Com network
  *See also* Network
  setting up 232-233

Active defined 161
Adding *See specific subject*
Alignment
  defined 161
  headers 200
  paragraphs 16, 106-108
  running heads 24
  tab stops 30, 111
Alphanumeric sort defined 161
ALT+F1, tab stop setting 30, 110-111
ALT+F3
  styles, copying 97
  text, copying 3
ALT+F4, show layout 60
ALT+F6, checking spelling 54
ALT+F7, show line breaks 63
ALT+F9, switching display mode 65, 190
ALT+H, obtaining Help 31
ALT+key combinations
  *See also specific combination*
  defined 161
ALT+numeric keypad numbers, extended character set codes 180
ALT+SPACEBAR, return to standard format 197
ALT+X, key combinations 131
ALT+XH, obtaining Help 31
Annotation
  date, inserting 5
  defined 5, 161
  deleting 5
  mark
    appending 5
    defined 161
    finding 5
    size limit 5
  styles 5
Annotation *(continued)*
  text
    defined 161
    positioning 5
    revising 5
  time, inserting 5
  viewing 5
Archiving procedure 39
Argument, macros, out of range 143
Array defined 161
Arrow keys
  *See also* Direction keys
  defined 161
Ascending order defined 161
ASCII file
  loading as Word document 87
  printing 40
  saving as 90
ASK instruction defined 161
Assembling documents *See* Document; Merging
AT&T 6300 computer 193
Author, selecting document by 42
AUTOEXEC macro defined 161
AUTOEXEC.BAT, modifying 189
Automatic footnote reference mark defined 162
Automatic style defined 162
Automatic hyphenating 45-46
Automatic page break indicator 198
Autosave
  defined 162
  files
    backing up 119
    recovering 122, 203-204
  rebooting with autosave active 119
  thesaurus
    choosing 64
    confirming 66

Background shading
  intensity 100
  selecting 129
BACKSPACE key, overtype mode 203

Binding margin *See* Gutter margin
Bitmap
  Clipboard
    finding 146
    graphics 144
  defined 162
Blind entry defined 162
Block
  defined 162
  marking, defined 162
  move, defined 162
Body text defined 162
Boilerplate defined 162
Bold format 8, 100
Bookmark
  defined 6, 162
  deleting, confirming 132
  moving text between documents, marking selection 48
  moving to
    printing 73
    procedure 34
  naming 6
  overwriting 134
Boolean variable, using for macros 122
Border
  color 7, 99
  defined 162
  displaying 65
  drawing 6
  formatting 98-100
  paragraphs 6, 98-100
  shading, selecting 129
Box, drawing 6, 98
Break
  defined 162
  division 11, 103
Byte
  available bytes, display 120, 123
  defined 162

Canceling
  commands 2
  printing 75, 132
  speed formatting keys 197
Capture.COM file
  importing to Word 49
  locating 199
Caret (^), searching/replacing 80
Case
  defined 163
  matching when searching 81, 82
Cell range, entering 126
CGA adapter 191
Changing, undoing 91, 118
Character
  defined 163
  extended character set 179-187
  formatting
    searching 20, 25
    speed formatting keys 197
  graphics characters for line-draw 66
  line-draw, selecting 125
  number available 123
  style sheet, applying 27
  style variant, selecting 126
CHKDSK command 19, 33, 39, 62-63, 105
Choosing a command *See* Command
Clearing
  all windows 83-84
  Gallery 114
  tab stops 110, 128
Click defined 163
Clipboard
  accessing, error 136
  graphics, bitmap format 144-146
Closing windows 92
Color
  border 7, 99
  font
    choosing 101
    formatting 10
  selecting 151
  shading 100
  thesaurus, choosing 66
Column
  DCA format conversion, multiple-columns 210-211
  defined 163
  division, formatting 102
  graphic, positioning 200
  number
    defined 163
    choosing 11
    limit 217
    mixing 199
  selecting 146
  side-by-side *See* Side-by-side paragraphs
  sorting 36, 37

Column *(continued)*
spacing 11
window
border moving 93
split 96
Comma
data record, missing commas 143
decimal character, using 66
Command
*See also specific command*
area defined 163
canceling 2
choosing 1, 2
defined 163
field *See* Command field
menu defined 163
Command field
defined 1, 163
entering information 1
moving to 2
Command menu
choosing commands 1
thesaurus, displaying 64
COMMAND.COM, tutorial requirements 33
Comment *See* Annotation
COMMENT instruction defined 163
COMPAQ Portable III computer 193
Compiling index 46-47, 138
Conditional instruction defined 163
CONFIG.SYS, modifying 190
Constant defined 163
Control code
*See also* Macro
defined 163
CONTROL+F1, unzooming window 122
CONTROL+F6, thesaurus, synonym searching 59
CONTROL+SHIFT+\, redrawing screen 195
CONTROL+SPACEBAR, document marking 38
CONTROL+TAB, moving with show layout on 201
Copy command
*See also* Gallery Copy command
text, copying 3
undoing 90
Copying
copy defined 163
files 39
style sheets 39
styles 97
Copying *(continued)*
text
destination 155
procedure 3
undoing 91
Correcting spelling *See* Spelling check
Count blank space 67
Cross-reference defined 164
Cursor keys *See* Direction keys
Cursor speed
controlling 65
selecting 129
Cut and paste defined 164

Data document defined 164
Data header field name error 137
DATA instruction
defined 164
restrictions 124
Data record
comma, missing 143
defined 164
fields
insufficient number 156
too many 156
Date
annotation, inserting 5
entering 126
Date formatting
designated 65
invalid 146
DCA document format, converting 207-211
Decimal character
comma, using 66
period, using 66
selecting 66
Default
changing 14
defined 164
font, changing 198
saving 79
tab width 66
Delete command
*See also* Gallery Delete command
text 4
undoing 90
DELETE key, deleting text 4

Deleting
annotation 5
bookmark 132
delete defined 164
files 39, 84, 114, 120, 132
styles 97
text 4
undoing 90
Descending order defined 164
Device driver defined 164
Dictionary
adding words to 54-55, 120
checking 123
correction not in dictionary 159
creating 124
document dictionary defined 165
entries, maximum number 218
finding 121
invalid 150
loading 143
locked, using 124
main dictionary defined 170
networking 224-225
path name 130
read-only 120
selecting 155
standard dictionary defined 175
user dictionary defined 176
Direction keys
command choosing 2
defined 164
NUMLOCK turned on, effect 202
Directory
defined 164
invalid 146, 147
writing to, error 137
Disk
bytes available 120, 123
error, correcting 124
full 124, 158
Help disk, inserting 140
hyphenating disk, inserting 140
RTF format disk, inserting 140
saving space, networking 231
Spell disk, inserting 141
Thesaurus disk, inserting 141
Display mode
selecting 65
switching 122, 190
Displaying
borders 66
filenames 44-45
outline view, levels 126
Division
column, formatting 102
break 11
breaking, formatting 103
defined 10, 165
footnote, formatting 102
formatting 102
layout, formatting 102-103
line numbering 103-104
margins 104-105
number defined 165
page numbering 14, 105-106
style sheet, applying 27
style variant, selecting 126
Document
*See also* File
assembling *See herein* merging
data document defined 164
defined 165
dictionary
*See also* Dictionary
defined 165
drive
setting, changing 116
changing 88
defined 165
editing 124
formatting
converting 207-213
losing 132
INCLUDE instruction, using 123
loading 40, 87
main document defined 170
margins, changing 197
merging 87, 121
multiple documents, linking 48
naming, required 120
paginating *See* Paginating
printing
documents 40
merged documents 68, 69
page ranges 71, 129
previewing 72, 73
read-only
defined 204
status 40

Document *(continued)*
renaming 89
saving 83, 89-90, 124, 135
searching 38, 41-43, 155
size limits 217-218
spelling check 123
style sheets, attaching 27, 132
summary sheet defined 175
transferring 82-83
updating 43-44
version number, entering 126
window, clearing 83-84
DOS *See* MS-DOS commands
Dotted line, automatic page break indicator 198
Double underline format 9, 101
Drive
changing 88
defined 165
determining 87
invalid 147
reading, error 136
setting, changing 116

Edit menu
activating 2
chart 214-215
commands *See specific command*
defined 3
Editing *See specific subject*
Edits defined 165
EGA adapter 191
EGA Extended adapter 191
ELSE instruction
defined 165
without IF instruction 125
Em dash, printing 205
ENDCOMMENT instruction
missing 144
using 125
ENDIF instruction
missing 144
without IF instruction 125
Endmark
editing 125
indexing 46
ENDREPEAT instruction
missing 144
without REPEAT 125
ENDWHILE instruction
missing 144
without WHILE 125
ENTER key
command activating 2
scrap, deleting 4
text, copying to scrap 3
Erasing *See* Deleting
Ericsson personal computer 193
Error message *See* Message
ESCAPE key
commands, canceling 2
Edit menu, activating 2
printer, controlling 75
Even page, running heads 24
Exit command
*See also* Gallery Exit command
regular text entry mode 2
Extend defined 165
Extended character set 179-187
Extension defined 165

F6 key, extending highlighting 82
Field defined 165
Field name
defined 165
invalid 147
redefined 137
undefined 137
File
*See also* Document
accessing 119, 135
autosave, recovering 122, 203-204
backing up with autosave on 119
copying 39
creating 138
defined 166
deleting 39, 85, 114, 120, 132
format, changing 207-213
graphics, format
entering 128
invalid 146
locking/unlocking
generally 138
network 228
marking
none found 145
procedure 151
naming *See* Filename

File *(continued)*
read-only
defined 204
designated 138
networking 226-227
saving 152
recovering 122
RTF format 138, 212-213
saving 154
scratch file 154, 173
Filename
displaying 44-45
duplicating 137
invalid 147
message line, using 119
procedure 151
renaming 122, 129
transferring, specifying 83
Finding *See* Searching
Font
changing 131
color 10, 101
default, changing 198
defined 166
downloading 134, 138, 204-205
generic font name defined 167
name
choosing 101
defined 166
entering 127
formatting 9
invalid 148
printing, font downloading 204-205
size
choosing 9, 101
defined 166
entering 127
Footer
*See also* Header
defined 166
Footnote
defined 166
division, formatting 102
invalid action 146
jumping 145
moving to 35
positioning 10
reference mark, automatic
defined 162
designated 15
Footnote *(continued)*
reference mark defined 166
revising 15
text
location 15
defined 166
window
annotation, viewing 5
defined 166
insufficient room 150
splitting 94
Form document defined 166
Format Annotation command 5
Format bookmarK command
designating bookmark 6
naming bookmark 6
Format Border command
*See also* Gallery Format Border command
choosing 6-8
Format Character command
*See also* Gallery Format Character command
choosing 8-10
Format command
*See also* Gallery Format command
text formatting 4
undoing 90
Format Division command
*See also* Gallery Format Division command
choosing 10-11
Format Division Layout command
*See also* Gallery Format Division Layout command
choosing 10-11
Format Division line-Numbers command
*See also* Gallery Format Division line-Numbers command
choosing 11-12
Format Division Margins command
*See also* Gallery Format Division Margins command
choosing 12-14
Format Division Page-numbers command
*See also* Gallery Format Division command
choosing 14-15
Format Footnote command 15
Format Paragraph command
*See also* Gallery Format Paragraph command
choosing 16-18

Format pOsition command
*See also* Gallery Format pOsition command
choosing 18-19
Format repLace Character command 20
Format repLace command
choosing 19
undoing 90
Format repLace Paragraph command 20
Format repLace Style command 21
Format revision-Marks accept-Revisions command 22
Format revision-Marks command 21
Format revision-Marks Options command 21-22
Format revision-Marks Search command 23
Format revision-Marks Undo-revisions command 23
Format Running-head command 23-24
Format sEarch Character command 25
Format sEarch command 25
Format sEarch Paragraph command 26
Format sEarch Style command 26
Format Stylesheet Attach command 27
Format Stylesheet Character command 27
Format Stylesheet command 27
Format Stylesheet Division command 27
Format Stylesheet Paragraph command 28
Format Stylesheet Record command 28-29
Format Tab Clear command
*See also* Gallery Format Tab Clear command
choosing 29
Format Tab command
*See also* Gallery Format Tab command
choosing 29
Format Tab Reset-all command
*See also* Gallery Format Tab Reset-all
choosing 29
Format Tab Set command
*See also* Gallery Format Tab Set command
choosing 30-31
Formatting
*See also specific format*
borders 98-100
character
searching 20, 25
speed formatting keys 197
commands, Edit menu 3
Formatting *(continued)*
date
designated 65
invalid 146
DCA document, converting 207-211
defined 166
determining, monochrome screen 199
direct formatting defined 164
division 102
division layout 102-103
document, converting 207-213
double underline format 9, 101
file, changing 207-213
hidden format 10, 101
instructions defined 166
line-draw styles 200-201
losing 132
page 139
page number 15, 106
paragraph *See* Paragraph formatting
positioned objects 9, 101, 108-109
questions and answers 197-202
revision marks 22
running heads 23-24
saving 90
searching 19, 25
speed formatting keys
canceling 197
defined 174
styles 98
tab stops 109
table 139
text, copying 156
time 65
too complex 139
underline format 8, 100
undoing 91
uppercase format 9, 100
Frame defined 166
Function defined 167

Gallery
clearing 114
defined 167
Gallery command
choosing 31
defined 167
menu, exiting 2

Gallery Copy command
  choosing 97
  undoing 117
Gallery Delete command
  choosing 97
  undoing 117
Gallery Exit command 97
Gallery Format Border command 98-100
Gallery Format Character command 100-101
Gallery Format command
  choosing 98
  undoing 117
Gallery Format Division command 102
Gallery Format Division Layout command 102-103
Gallery Format Division line-Numbers command 103-104
Gallery Format Division Margins command 104-105
Gallery Format Division Page-numbers command 105-106
Gallery Format Paragraph command 106-108
Gallery Format pOsition command 108-109
Gallery Format Tab Clear command 110
Gallery Format Tab command 109
Gallery Format Tab Reset-all command 110
Gallery Format Tab Set command 110-111
Gallery Help command 111
Gallery Insert command
  choosing 112-113
  undoing 117
Gallery Menu Chart 216
Gallery Menu commands
  *See also specific command*
  effect 97
Gallery Name command
  choosing 113
  undoing 117
Gallery Print command 114
Gallery Transfer Clear command 114
Gallery Transfer command 114
Gallery Transfer Delete command 114
Gallery Transfer Load command
  choosing 115
  style sheet name, choosing 225
Gallery Transfer Merge command
  choosing 115
  undoing 117
Gallery Transfer Options command 116
Gallery Transfer Rename command 116
Gallery Transfer Save command 116-117
Gallery Undo command 117-118
Generic font name defined 167
Genius adapter 193
Global replace
  *See also* Text
  defined 167
Glossary
  combining glossaries 84
  defined 167
  deleting 4
  entry
    inserting 33
    nonexistent 139
    replacing 134
  listing 4
  loading 85-86
  merging from disk 86
  name
    clearing 132
    entering 127-128
    invalid 148
    removing 85
    reserved 153
  networking 224-225, 229
  printing 40
  saving 87, 135
  size limits 218
  text, copying to 3
  transferring 82-83
Go to *See* Jumping
Graphic
  Clipboard
    bitmap format 146
    importing, bitmap format 144
  defined 167
  file format
    entering 128
    invalid 148
    line-draw characters 67
  importing to Word document 47, 48-50
  linking 121
  positioning on page 200
  printing
    draft mode 204
    procedure 139
    resolution 71
  resolution, entering 71, 128
  white space, sizing 202

Graphics mode
  defined 167
  designated 190
Gutter margin
  *See also* Margin
  choosing 13, 104
  defined 167

Hanging indent
  *See also* Indenting
  defined 167
Hard break
  *See also* Page break
  defined 167
Header
  aligning 200
  data header, field name error 137
  defined 167
  division, determining 105
  even page 24
  file defined 168
  formatting 23-24
  odd page 24
  paragraph formatting 23-24
  position from top 13
  running head defined 173
Header file defined 168
Header record
  defined 168
  fields, too many 157
Heading
  *See also* Document
  defined 168
  numbering 51-52
Help
  disk, inserting 140
  obtaining 31-32
Help command
  *See also* Gallery Help command
  choosing 31-32
Help mark defined 168
Help Tutorial command 32-33
Help Tutorial, memory required 33
Hercules GB101, 102 adapter 192
Hercules GB222 adapter (Ramfonts or color support) 192
Hercules Plus GB112 adapter 192
Hewlett-Packard Graphics Language 49
Hewlett-Packard LaserJet, margin setting 205
Hewlett-Packard Vectra computer 193
Hidden text
  defined 168
  displaying 10
  formatting 10, 101
  printing 71
  selecting 61
Highlight defined 168
Horizontal scroll defined 168
Hyphenating
  automatic 45-46
  confirming 134
  disk, inserting 140
  em dash, printing 205
  message 139
  optional hyphen defined 171
  searching, replacing 80
  undoing 92
  word count 159

IBM 8514/A adapter 192
IF instruction
  conflicting types 124
  defined 168
Import defined 168
INCLUDE instruction
  destination document, using 123
  nesting, limit 121
  recursive file inclusion, prohibited 152
Indenting
  defined 168
  first line 16
  hanging indent defined 167
  left indent 16
  paragraph 106-108
  right indent 17
Index
  blind entry, defined 162
  compiling 46-47, 138
  end, finding 125
  endmark 46
  entries
    defined 168
    not found 144
  replacing 140
Index code defined 168
Insert command
  *See also* Gallery Insert command
  choosing 33

Insert command *(continued)*
undoing 89
Inserting
defined 169
undoing 118
Insertion point defined 169
Instruction defined 169
Italic format 8, 100

Jump Annotation command 5, 34
Jump bookmarK command
bookmark, moving to 6
choosing 34
undoing 34
Jump command 34
Jump Footnote command 15, 35
Jump Page command 35
Jumping
annotation 5, 34
bookmark 6, 34
footnotes 145
page 35, 129, 146
Justified defined 169

/k switch, starting Word 195
Keep together
*See also* Paragraph
defined 169
Key code
defined 169
duplicating 113, 142
entering 129
inserting, using 112
invalid 142, 148
second character 131
Key combinations, speed formatting keys 197
Keyboard, enhanced, starting Word with /k switch 195

/l switch, starting Word 79
Layout division, formatting 102-103
Layout object defined 169
Leader character
defined 169
tab stops 111
Learning Word tutorial, choosing 32
Left indent, paragraph formatting 16

Library Autosort command
by, selecting 36
case, selecting 37
choosing 36-37
column only 37
sequence, selecting 37
undoing 90
Library command 36
Library Document-retrieval command
choosing 38
menu exiting 2
Library Document-retrieval Copy command 39
Library Document-retrieval Delete command 39
Library Document-retrieval Exit command 39
Library Document-retrieval Load command 40
Library Document-retrieval Print command 40
Library Document-retrieval Query command 41-43
Library Document-retrieval Update command 43-44
Library Document-retrieval View command 44-45
Library Hyphenate command
choosing 45-46
undoing 89
Library Index command
choosing 46-47
undoing 89
Library Link command
choosing 47
undoing 90
Library Link Document command 48
Library Link Graphics command 48-50
Library Link Spreadsheet command 50-51
Library Menu Chart 216
Library Number command
choosing 51-52
undoing 90
Library Run command 53-54
Library Spell Add command 54-55
Library Spell command
choosing 54
menu, exiting 2
undoing 90
Library Spell Correct command 55
Library Spell Exit command 55
Library Spell Ignore command 56

Library Spell Options command 56-57
Library Spell Undo command 57
Library Table command
  choosing 57-58
  undoing 89
Library thEsaurus command
  autosave, selecting 64
  autosave confirm, selecting 66
  choosing 59-67
  colors, selecting 66
  count blank space, selecting 67
  cursor speed, selecting 65
  date format, selecting 65
  decimal character, selecting 66
  default tab width, selecting 66
  display mode, selecting 65
  line numbers, selecting 65
  line-draw character, selecting 67
  measure, selecting 64
  mute, selecting 64
  paginate, selecting 64
  show borders, selecting 66
  show menu, selecting 64
  speller path, selecting 65
  summary sheet, selecting 65
  time format, selecting 65
  undoing 90
  window options 60-63
Line
  drawing *See* Line-draw
  spacing, entering 128-129
  widow defined 176
Line break, displaying 63
Line-draw
  borders 6
  character
    invalid 148
    selecting 65, 125
  style, formatting 200-201
Line numbering
  defined 169
  displaying 65
  division 103-104
  increment, selecting 12
  printing 11
  restarting 12
  selecting 65
  starting/stopping 12
  text, spacing 12
Line spacing
  paragraph 107
  paragraph formatting 17
Linking
  documents 48
  graphics 121
  updating 120, 136
List, sorting 36-37
Loading
  defined 169
  dictionary 143
  documents 87
  style sheets 115
Locking files
  generally 138
  networking 228
Locking key defined 169
Logical operators, document selecting, using 41-42
Lotus 1-2-3
  importing to Word 50-51
  PIC file, importing to Word 49

Macro
  abend 157
  aborting 142
  argument, out of range 143
  Boolean variables 122
  calling macro, defined 162
  control code defined 143
  defined 169
  duplicate 143
  end, finding 125
  ENDCOMMENT, using 125
  ENDREPEAT, using 125
  ENDWHILE, using 125
  invalid parameters 142
  key name, unknown 157
  nesting, limit 121
  pause, continuing 133
  read-only variable, changing 143
  record defined 172
  recursive, prohibited 152
  size, limit 143, 218
  syntax error 156
  too complex, changing 137
  variables, too many 157
Main command menu defined 170
Main dictionary *See* Dictionary

Main document *See* Document
Margin
  bottom, selecting 13
  defined 170
  division, determining 103-104
  documents, changing 197
  from bottom, selecting 13
  gutter margin, selecting 13, 104
  left, selecting 13
  mirror margins, selecting 13, 105
  previous version of Word 198
  ragged defined 172
  right, selecting 13
  setting 204
  top, selecting 12
  width, selecting 13
Math
  calculation, maximum size 153
  expression, invalid 147-148
  operator defined 170
  text, prohibited 121
MCGA adapter 191
MDA adapter 191
Measurement unit
  changing 12
  choices 203
  entering 128
  invalid 148
  line, selecting 128-129
  setting 64
  tab stops 128
Memory
  insufficient, document saving 141
  printer, limit 204
  printing, insufficient 142
Menu
  command menu defined 163
  defined 170
  item, selecting 151
Merging
  defined 170
  documents 87, 121
  limits 218
  open document 121
  style sheets 115
  undoing 91, 118
Message
  defined 170
  Microsoft Word messages 119-158
MESSAGE instruction defined 170
Microsoft Excel, importing to Word 50-51
Microsoft Multiplan, importing to Word 50-51
Microsoft Pageview picture file, importing to Word 49
Microsoft Word
  format, converting 207-213
  importing screen images 199
  previous versions, compatibility 198
  resuming 150
Mirror margins, choosing 13, 105
Misspelling *See* Spelling check
Mode, switching 122
Mouse
  Help, obtaining 31
  pointer shape 202
  setup 202
Moving
  *See also* Jumping
  text, destination 155
  window 92
MS-DOS commands 126
Muting 64

Name
  documents, renaming 89
  file
    displaying 44-45
    duplicating 137
    invalid 147
    message line, using 119
    procedure 151
    renaming 122, 129
    transferring, specifying 83
  font
    choosing 101
    defined 166
    entering 127
    format 9
    invalid 148
  glossary
    clearing 132
    entering 127-128
    invalid 148
    removing 85
    reserved 153
  key code, conflicting 113
  style sheet, renaming 116

Nesting
defined 170
disallowed, when 144
INCLUDE statements, limit 121
macros, limit 121
REPEAT instructions, limit 121
WHILE instructions, limit 121
Network
administration 221-233
dictionary, using 224-225
disk space, saving 231
glossary, using 224-225, 229
locking files 228
printing 230-231
Newline character, searching/replacing 80
Nonbreaking space, searching/replacing 80
Nonprinting symbol, displaying 62-63
Novell network
*See also* Network
printing 233
Numeric sort defined 170
NUMLOCK, effect on direction keys 202

Odd page, running heads 24
Opening window 93-94
Operating system, running from within Word 53-54
Operator
*See also* Math
defined 170
document, selecting by 42
Optional hyphen defined 171
Options, saving 78
Orphan line
controlling 72
defined 171
OS/2 commands, entering 126
Outline
collapse defined 163
expand defined 165
lower defined 169
organization defined 171
raise defined 172
sorting 36
Outline view
defined 171
levels, displaying 126
Outlining, displaying 61
Overtype defined 171

Page
formatting 139
header *See* Header
jumping 35, 129, 146
length
choosing 13
maximum 217
moving to 35
numbering *See* Page numbering
printing
procedure 73
range, selecting 70, 129
skipping *See herein* jumping
width
maximum 217
selecting 13
Page break
automatic page break indicator 198
confirming 133
defined 171
paragraphs, keeping together 17
printing, repaginating 76
removing 133
soft break defined 174
Page numbering
defined 171
division 14, 105-106
formatting, choosing 15, 106
invalid 149
location 14
printing 72
selecting 14
starting 14
Paginating
printers, changing 201
selecting, controlling 64
Paper
feeding, controlling 72, 130
printing on both sides 72
Paragraph
borders, drawing 6, 98-100
defined 171
formatting *See* Paragraph formatting
keeping together 107
nonbreaking 107
numbering 51-52
side-by-side defined 174
sorting 36-37
style sheet, applying 28
style variant, selecting 130

Paragraph formatting
deleting 200
first line, indenting 16
horizontal frame position, selecting 18
keeping together 17
left indent, selecting 16
line spacing 17
nonbreaking paragraphs 17
positioning paragraphs 18-19, 108-109
procedure 16-18, 106-108
right indent, selecting 17
running head, procedure 23-24
searching 20, 26
side-by-side paragraphs 18, 107-108
spacing
space after 17
space before 17
Paragraph mark
defined 171
searching, replacing 80
Paragraph numbering, procedure 51-52
Parentheses, incomplete 158
Password, entering 130
Pasting *See* Cut and paste defined
Path, invalid 146
PAUSE instruction defined 171
PC Paintbrush PCX file, importing to Word 49
Period, using as decimal character 66
Pitch
calculating from point size 204
defined 171
Point
defined 171
size, using to calculate pitch 204
Port, invalid 149
Position format, choosing 9, 101, 108-109
PostScript file, importing to Word 49
Print command
*See also* Gallery Print command
choosing 67
Print Direct command 67
Print File command 68
Print head defined 171
Print Merge command
choosing 68
field name error 137
records, merging 143
Print Merge Document command 69
Print Merge Options command 69
Print Merge Printer command 69
Print Options command 70-73
Print preview
defined 172
positioned paragraphs, viewing 18
text, editing 202
Print preView command
choosing 73
menu exiting 2
Print preView Exit command 73
Print preView Jump command 73
Print preView Options command 74
Print preView Print command 74
Print Printer command 75
Print Queue command 75
Print Queue Continue command 75
Print Queue Pause command 75
Print Queue Restart command 76
Print Queue Stop command 76
Print Repaginate command 76
Print wheel
changing 151
defined 172
Printer
accessing, error 137
changing, page break retaining 201
controlling 75
defined 172
display defined 172
driver file defined 172
driver, loading 145
memory limit 204
model, specifying 71
networking 223
not ready 151
port, selecting 130
print head defined 171
selecting 69, 70, 130
Printing
both sides of paper 73
canceling 75, 132
controlling 75
copies, determining 71
direct from keyboard 67
documents 40, 71, 129
documents, merged 68, 69
draft form 71
duplicate file names 137
em dash 205
file, selecting 67

Printing *(continued)*
fonts, downloading 134, 138, 204-205
glossary 40
graphics
draft mode 204
procedure 139
resolution 71
hidden text 71
justified text, draft mode 205
memory, insufficient 142
merging options 69
networking 230-231
options 70-74, 78
page break, repaginating 76
page numbering 72
pages 71, 73, 129
paper feed, controlling 72, 130
pause, continuing 133
previewing 73, 74
previous versions of Word 198
print wheel, changing 151
printer not ready 151
quality 67
questions and answers 204-205
queued printing defined 172
queueing 72
records
options 69
range selecting 130
repaginating 75
restarting 75
revision marks 22
specific page 73
stopping 74
style sheets 40, 114
summary sheet 71
widow/orphan control 72
Proposed response defined 172

Query command list, incomplete 151
Question mark (?), searching/replacing
unknown character 80
Questions
*See also specific subject*
questions and answers 197-206
Queued printing defined 172

Queueing
printing 72, 75
restarting 76
stopping 76
Quit command 77-79
QUIT instruction defined 172
Quitting Microsoft Word 77-79

Raise
*See also* Margin
defined 172
RAM-resident software, starting Word with /k
switch 195
RAMDrive
setting up 195
using 194-195
Read-only
dictionary 224-225
document 40, 204
file
defined 204
designated 138
networking 226-227
saving 152
Rebooting with autosave active 119
Record
data records
comma, missing 143
defined 164
fields
insufficient number 157
too many 157
merging 143
number 152
printing
options 69
range, selecting 130
Redlining defined 172
Reference mark
footnote
defined 172
Remark
defined 172
inserting, using 113
key code conflict, using 113
Renaming, undoing 118
REPEAT instruction
defined 173
nesting, limit 121

Replace command
case, selecting 81
choosing 79-81
confirm, selecting 81
text, selecting 81
undoing 90
whole word, selecting 81
with text, selecting 81
Replace defined 173
Reserved style defined 173
Reserved variable defined 173
Resident program, starting Word with /k switch 195
Response defined 173
Retrieve defined 173
Revision bar defined 173
Revision marks
accepting revisions, removing marks 22
adding 22
defined 173
formatting 22
printing location 22
searching 23
undoing 23
Right indent, paragraph formatting 17
Row, window border moving 93
RTF file format
converting 138, 212-213
disk, inserting 140
saving as 89
Ruler
defined 173
displaying, thesaurus window 61
Running head *See* Header

Saving
autosave *See* Autosave
defined 173
documents 83, 89-90, 124, 135
files 154
formatting 90
glossary 87, 135
required when 154
RTF format 90
style sheets 114, 116-117, 136
without quitting session 77
Scrap
clearing 97
defined 173
Scrap *(continued)*
deleting 4
empty 154
inserting 33
text, copying to 3, 4
Scratch file
defined 173
when full 154
Screen image
importing to Word 199
redrawing 195
SCREEN.VID, setting up multiple adapters 194
Scroll bar defined 173
Scroll defined 173
Scrolling
horizontal scroll defined 168
procedure 158
vertical scroll defined 176
Search and replace defined 174
Search command
case, selecting 81, 82
choosing 82
direction, selecting 82
text, choosing 82
whole word, selecting 82
Searching
caret (^) 80
character formatting 20, 25
criteria 131
defined 173
dictionary, locating 121
documents 38, 41-43, 155
formatting 19, 20, 25, 26
highlight, extending 82
hyphen 80
item not found 154
limits 219
memory, insufficient 141
paragraph formatting 20, 26
path 131
procedure 155
revision marks 23
styles 21, 26
synonyms, using 59-67
tables 155
text, replacing 79-81
Section *See* Division
Select defined 174
Selection bar defined 174

Selection defined 174
Separator defined 174
Series defined 174
SET instruction defined 174
Settings
  retaining for next session 199
  tab stops 110-111
Setup
  appendix information 189-195
  drive, directory, saving 88
  network 221-226
  saving 79
Shading
  background 100, 129
  color 100
  defined 174
SHIFT + CONTROL + SPACEBAR, unmarking documents 38
SHIFT + DELETE, deleting text 4
SHIFT + F4, repeating search 25, 82
Show borders, selecting 66
Show hidden text, selecting 62
Show layout
  defined 174
  moving without mouse 201
  positioned paragraphs, viewing 18
  selecting 61
Show line breaks, selecting 63
Show menu, selecting 64
Show nonprinting symbols, selecting 62-63
Show outline, selecting 62
Show style bar, selecting 63
Side-by-side paragraph
  defined 174
  formatting 18, 107-108
Small caps format 9, 101
Soft break defined 174
Sort key defined 174
Sorting
  message 156
  numeric sort defined 170
  paragraphs 36-37
  procedure 36-37
  summary sheet listings 45
Space
  blank, counting 67
  nonbreaking space, searching 79
SPACEBAR
  document marking 38
  moving in command field 2
Spacing
  line spacing 128-129
  paragraph formatting
    space after 17
    space before 17
Special character, searching/replacing 80
Speed formatting keys
  canceling 197
  defined 174
  using with style sheet attached 201
Speller path, selecting 65
Spelling check
  alternative words, finding 144
  continuing 133
  correcting spelling 55, 126, 155
  dictionary
    checking 123
    finding 121
  document, checking 123
  ignoring displayed word 56
  networking 230
  no incorrect words 145
  options, choosing 56-57
  path
    determining 65
    name 130
  procedure 54
  quitting 55
  spell disk, inserting 141
  undoing last action 57
  word count 158
Splitting windows
  generally 93-94
  horizontally 4, 95
  vertically 95-96
  zoomed windows, prohibited 122
Spreadsheet data, importing to Word 47, 50-51
Standard dictionary *See* Dictionary
Status line defined 175
Strikethrough format 9, 100
Style
  annotation 5
  applying to styled paragraphs 198
  automatic style defined 162
  character, variant selecting 126
  conflict 156
  copying 98
  defined 175
  defining 156

Style *(continued)*
deleting 98
division, variant selecting 126
duplicate 156
formatting 99
line-draw 200-201
paragraph, variant, selecting 130
reserved style defined 173
searching
formatting 26
styles 21
selected, defining 99
selecting 155, 156
Style bar
defined 175
displaying 63
Style sheet
character, applying 27
copying 39
DCA conversion, formatting 209-210
defined 175
division, applying 27
document, attaching to 27, 132
file management 114
index, using 47
loading 115
locked 156
merging 115
networking 224-225, 229
paragraph, applying 28
printing 40, 114
read-only style sheet 157
renaming 116
saving 114, 116-117, 136
size limit 217
speed formatting keys 201
table of contents, using 58
unavailable 157
Subscript defined 175
Summary sheet
defined 175
modifying 43
printing 71
selecting 65
Superscript defined 175
Switching modes 122, 190
Syntax defined 175

Tab character, searching/replacing 80
TAB key, moving in command field 2
Tab stop
clearing 29-31, 110, 128
defined 175
formatting 109
leader character 31
resetting 29, 110
setting 109-111, 204
tables, using default tab stops 201
width default, setting 66
Table
code
defined 175
invalid letter 148
defined 175
duplicate 157
end, finding 125
entries not found 144
entry code 128
formatting 139
row, window border moving 93
searching 155
tab stops, using 201
Table of contents
compiling 57-58
contents entry defined 163
entry code, choosing 58
style sheet, using 58
Tag Image File Format file, importing to Word 49
Text
body text defined 162
changing, undoing 91
copying
destination 155
formatting 164
procedure 3
defined 175
deleting 4
document, selecting by 43
editing
commands, Edit menu 3
print preview mode 202
entering 131
footnote
defined 166
locating 15
formatting
copying 156
Format command 4

Text *(continued)*
frame defined 166
glossary, copying text to 3
importing to Word document 47
line numbering 103-104
math expressions, text prohibited 121
moving
between documents 48
destination 155
numbering *See* Paragraph numbering
redlining defined 172
replace defined 173
replacing
confirming 134
counting 153
global replace defined 167
procedure 79-81
revising, text not found 153
searching/replacing 81, 82
varying text defined 176
Text area defined 175
Text edit defined 175
Text mode
defined 176
designated 190
Thesaurus
alarm, muting 64
color, selecting 66
count blank space 67
cursor speed 65
decimal character, selecting 66
disk, inserting 141
display mode, selecting 65
displaying 64
hidden text, displaying 62
line breaking, displaying 63
nonprinting symbols, displaying 62-63
size limit 218
summary sheet 65
synonym, searching 60
using 59-66
Thumb defined 176
Time
annotation, inserting 5
formatting 65
selecting 65
TMP file defined 176
Toggle key defined 169
Top margin, choosing 12
Toshiba 3100 computer 193
Transfer Allsave command 82
Transfer Clear All command 83
Transfer Clear command
*See also* Gallery Transfer Clear command
choosing 83
Transfer Clear Window command 83
Transfer command
*See also* Gallery Transfer command
choosing 82-83
Transfer Delete command
*See also* Gallery Transfer Delete command
choosing 84
Transfer Glossary Clear command 85
Transfer Glossary command 85
Transfer Glossary Load command 85-86
Transfer Glossary Merge command 86
Transfer Glossary Save command 87
Transfer Load command
*See also* Gallery Transfer Load command
choosing 87
Transfer Merge command
*See also* Gallery Transfer Merge command
choosing 88
undoing 90, 92
Transfer Options command
*See also* Gallery Transfer Options comand
choosing 88
Transfer Rename command
*See also* Gallery Transfer Rename command
choosing 89
Transfer Save command
*See also* Gallery Transfer Save command
choosing 89-90
Typeface
*See also* Font
defined 176

Underline format 8, 100
Undo command
*See also* Gallery Undo command
choosing 144
undoing 89-91
Undoing
changes 91, 118
copying 90, 91
defined 176
deleting 90
formatting 91

Undoing *(continued)*
Gallery commands 117-118
hyphenating 92
Jump bookmarK command 34
merging 92, 118
procedure 90-92
revision marks 23
revisions 23
spelling checking 57
undoing an undo 118
Unlocking files, networking 228
Updating
documents 43-44
links 120, 136
Uppercase format 9, 100
Usage defined 176
User dictionary *See* Dictionary
Users' groups 206

Variable
defined 176
invalid 149
reserved variable defined 173
Variant
defined 176
entering 131
invalid 149
Varying text defined 176
Version number, selecting documents 126
Vertical scroll defined 176
VGA adapter 192
Video adapter
*See also specific adapter*
display mode 190-194
using multiple adapters 194

WHILE instruction
defined 176
nesting, limit 121
White space, searching/replacing 80
Widow line
controlling 71
defined 176
Window
clearing 83-84
closing 92
controlling 92
defined 176

Window *(continued)*
footnote
defined 166
insufficient room 150
splitting 94
invalid 149
moving 93
number, limit 122
opening 93-94
selecting options 60-62
sizing 93
splitting
invalid 150
horizonitally 4, 95
procedure 93-94
vertically 95-96
zoomed window, splitting prohibited 94, 122
unzooming 122
zooming
defined 177
splitting prohibited 94, 122
Window Close command 92
Window command 92
Window Move command 93
Window Split command 93-94
Window Split Footnote command 94
Window Split Horizontal command 95
Window Split Vertical command 95-96
Word
defined 177
dictionary, adding to 54-55, 120
hyphen, effect 159
whole word, searching/replacing 82, 83
Word count 142
Wordwrap defined 177

Zooming
defined 177
windows, splitting prohibited 94, 122

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